

ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Director of Facilities and Operations

DIRECTORATE: Operations

REPORTS TO: Administrator

GRADE: 1

THIS ROLE WILL BE SUBJECT TO AN ENHANCED CRIMINAL RECORDS CHECK

JOB PURPOSE:

1. Responsible for the strategic and day to day delivery of efficient and effective public services, facilities and operations management of Ascension Island Government (AIG).
2. Responsible for managing the following teams and their performance:
 - Plant
Building & Civils (Repairs & Maintenance)
Mechanical, Electrical & Plumbing
 - Transport
 - Fire and Sea Rescue Services
 - Roads & Garden Maintenance
 - Waste Management
 - Facilities Management Office
 - Hydroponics
 - Quality, Health and Safety, Environmental (ISO 9001, 14001 & OHSAS 18001)
 - Marine, Ship to Shore Cargo & Harbour Operations
 - Fuel Services
3. To advise the Government and Ascension Island Council on policy and legislative matters that affects the operations and infrastructure of the island.
4. To manage the relationships with key partners and stakeholders across Ascension Island

MAIN DUTIES:

1. To set the strategic direction of the Facilities and Operations Directorate including:
 - Short, medium and long term plans for major infrastructure projects and routine maintenance, minor new works, public services and plant replacement.
 - Prepare and set the departmental capital and operations budget with the Director of Resources and manage approved budgets accordingly. .
 - Regular reporting of progress to the Island Council and key stakeholders.
 - Set the performance targets and standards for the Operations & Facilities Directorate.

2. Responsible for leading, managing and delivery of public services for the Island.
3. To deliver the Waste Management Strategy for Ascension Island by September 2018.

4. The provision of comprehensive operational technical advice and guidance to the Administrator and other senior managers with regular reporting to key stakeholders.
5. Maintain the existing infrastructure and develop long term plans to regenerate housing and public infrastructure.
6. To project manage key infrastructure projects and infrastructure redevelopment.
7. Prepare and implement planned preventative maintenance schedule for the extensive government estate.
8. Demonstrate appropriate leadership skills to maximise the efficiency and effectiveness of the Facilities & Operations Team.
9. Manage the established Quality, Health & Safety and Environmental Standards as certified by BM Trade / UKAS in all areas of operational responsibility.
10. Establish, maintain and foster effective communications and working relationships within AIG and the wider stakeholder groups.
11. Establish, promote and implement effective and necessary training programmes for the department.
12. Participation in any other related activities as requested by the Administrator.

RESPONSIBILITIES:

1. To successfully lead and manage the Operations & Facilities Directorate.
2. Formal appointments as:
 - (i) Government Health and Safety Inspector; and Chairman of the Health & Safety Committee;
 - (ii) Planning Officer.
 - (iii) Member of the Harbours Board;
 - (iv) Valuation Roll Officer
3. Responsible for the management of the AIG built estate, facilities, plant and equipment within budget.
4. Keep abreast of current best practices and developments in the building / construction industry.

PERSON SPECIFICATION

Education and Qualifications

Essential

- i. Educated to degree level or equivalent level of experience in surveying, civil engineering, building or a related discipline
- ii. Membership of a related professional body.

Knowledge and Experience

Essential

- i. Strong project management skills and successful track record of managing complex property development and or regeneration projects
- ii. Experience of working with a wide range of stakeholders, including those with different operational priorities
- iii. Experience in a preventative and proactive facilities and contract management
- iv. Problem solving skills demonstrated across multi-discipline areas
- v. Effective negotiation, communication and presentation skills
- vi. Experience of delivering complex projects within tight budget constraints to a high quality
- vii. Experience of leading and motivating multiple teams with a diverse range of skills, varying degrees of competence and motivation
- viii. Sound knowledge of Health and Safety requirements including the UK Construction Design Management Regulations (CDM).
- ix. Hold a valid driving licence.
- x. IT literate
- xi. Personal resilience

Desirable

- i. Health and Safety Qualification (NEBOSH, IOSH)

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.