

ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE:	Facilities Officer
TEAM:	Operations and Facilities Directorate
RESPONSIBLE TO:	Facilities Manager
GRADE:	6

JOB PURPOSE:

This is a new role forming an essential part of the Facilities team. We have two positions which will be responsible for overseeing and coordinating the Facilities Management teams and ensuring the Ascension Island Government (AIG) infrastructure and estate is maintained and kept to a high standard.

Your main purpose will be to coordinate the FM process and ensure that all work is done efficiently. Working with the Facilities Manager you will lead and monitor the Planned and Reactive Maintenance programme and ensure that completed work is to specification. You will be relied upon to co-ordinate labour schedules and allocate work to the delivery teams ensuring their time is used efficiently.

An experienced administrator; you will oversee the programming and subsequent audit of compliance led work, identifying shortcomings and driving improvements in the process. You will be producing reports on performance, ensuring materials are received and that all health and safety documentation is in place before work starts.

This role will be public facing and you will be the first point of contact for help desk queries, you should be customer focussed ensuring job requests are correctly allocated and followed up.

You should have experience of working in public sector and understand complex and diverse estates and in-house teams.

This is an exciting time for AIG and you will be at the centre of improving the way we operate, leading the delivery of essential services and investment in infrastructure.

MAIN DUTIES

1. Be responsible for coordinating and delivering the Asset Management Strategy
2. Monitor the planned maintenance programme and report progress to senior managers.

3. Assist in the delivery of all hard and soft FM services to internal and external customers.
4. Monitor the delivery of reactive maintenance work throughout the estate, updating the maintenance schedule and report on performance to senior managers.
5. Allocate labour schedules to trades persons and monitor completion, checking for accuracy and close out completed works.
6. Assist with the AIG waste management strategy to ensure island recycling commitments are met.
7. Monitor the compliance led programme ensuring the annual and periodic inspections and tests are complete and signed off. Assist also with auditing of records and following up on discrepancies.
8. Assist the review of existing procurement routes and material specifications to ensure value for money is achieved.
9. Carry out other administrative tasks to support the running of the Operations and Facilities office when required.

RESPONSIBILITIES:

1. Responsible to the Facilities Manager.
2. Supporting the FM directorate, identifying needs and delivering objectives.
3. Act as PA to the Director of Operations and Facilities for short periods of absence when required.

PERSON SPECIFICATION:

Essential

1. Strong experience of performing administrative duties and be able to prioritise own workload
2. IWFM Level 2/3 Qualification (or willingness to work towards).
3. Strong IT skills, specifically Word, Excel, Outlook and PDF.
4. Experience of managing, organising and keeping complex records including archiving.
5. Ability to process information and prioritise urgent work including coordination of in house labour.

6. Proven eye for detail with the ability to solve problems and identify improvements.
7. Ability to deal with members of the public and island stakeholders professionally and with courtesy at all times.
8. Must be flexible to meet the needs of the organisation.

Desirable

1. Experience of using Facilities Management software. Training can be provided if necessary.

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 discussed with you and 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.