

**WESSEX RESERVE FORCES AND CADETS ASSOCIATION**  
**JOB DESCRIPTION – FACILITIES MANAGER**

**Job Title:** Facilities Manager (Soft Facilities)  
**Reporting To:** Estates LMS  
**Overall Purpose of Job:** Supply; Transport; Health & Safety Support; Procurements;  
Wider Markets Initiative;

**1. Primary Tasks**

a. Soft Facilities Management:

- i. Procurement, accounting and maintenance of equipment and services, as applicable to the tri-Service Reserves, Army Cadet Force, and any other organisations which come under the auspices of the Association.
- ii. Liaise with Quartermasters of all Units supported by the Association.
- iii. Manage Budgets in line with forecasts.

b. Procurement.

- i. Identify requirements and suppliers.
- ii. Procure white Fleet for Army cadet Force and Association allocated and pool vehicles.
- iii. Disposal of Fleet

c. Contract Management: Agree requirements with users and manage the contract and stakeholder relationships.

- i. Driving continuous service improvement, delivered within budget expectations, including opportunities for new property hiring's/Wider Markets Initiative contracts.
- ii. Identify and report on contract developments and recommended actions.
- iii. Manage the Cadet Training Centre cleaning contracts.
- iv. Manage energy and water provision through DIO.
- v. Manage waste disposal contracts.
- vi. Manage the vehicle All Star contracts.
- vii. Manage the vehicle insurance policies for white fleet and allocated/pool vehicles.

d. Workplace and facilities management and Building Manager of Mount House.

- i. Lead the FM Department/team to deliver required service quality standards and maintaining safety excellence within the workplace.
- ii. Implement and review policy for all Wessex RFCA staffed sites.
- iii. Identify risk and manage and/or mitigate.
- iv. Ensure all workplace assessments are completed.

- e. Property and asset management in support of the Wider Markets Initiative.
  - i. Quality Management
    - a) Ensuring contracts are completed.
    - b) Ensuring risk assessments and health and safety policies are in place.
  - ii. Identify opportunities for and promotion of sites to generate income.
    - a) Liaise with stakeholders.
    - b) Agree terms and conditions and provide contract.
    - c) Ensure invoice generated.
    - d) Ensure contracts are reviewed and renewed annually.
  - iii. Liaise with the other RFCA Regions to promote best practice and information sharing on a national level.
- f. Lead for Health and Safety in the workplace.
  - i. Working with WX RFCA Staff and wider management team (eg QM's) to ensure that legal obligations are met (Heath and Safety and Fire Safety) to create a safe and collaborative working environment. Arranging appropriate training/induction as well as H&S meetings as required.
  - ii. Ensuring that updates to policies and risk assessments are completed and that items such as DSE assessments are up to date and any follow up actions completed in a timely manner.

2. **Subsidiary Tasks**

- a. Fire Officer responsibilities for Mount House – Conduct regular fire practices, and ensure guidelines are being followed.
- b. Line Manager responsibilities for Administrative Officer.
- c. Any other duties as directed by the Line Manager, commensurate with grade and role.

3. **Experience**

a. Essential

- i. Experience of working with customers to identify and quantify needs in a Soft FM environment.
- ii. Experience/knowledge of facilities management & Soft FM Services.
- iii. Experience of Contract and Budget Management
- iv. Experience in line management in a similar capacity
- v. Experience/knowledge with all H&S/statutory legislation for H&S in the workplace
- vi. Experience/knowledge of stakeholder management
- vii. Good interpersonal skills
- viii. IOSH Managing safely qualification

b. Desirable

- i. Experience in customer relationship management and stakeholder liaison
- ii. Member of Institute of Workplace & Facilities Management & holder of IWFM level 3 qualification or above

4. **Behaviours** ([Success Profiles - Civil Service Behaviours](#)).

- i. Collaborating & Partnering
- ii. Managing a Quality Service
- iii. Communicating and Influencing
- iv. Changing and Improving
- v. Delivering at Pace

5. **Government Property Career Framework Requirements (Workforce & FM – Facilities Management Practitioner):**

[*A = Awareness; W = Working; P = Practitioner; E = Expert*]

- vi. Property Professional Expertise (**W**)
- vii. Customer and Client Service (**P**)
- viii. Stakeholder Engagement (**W**)
- ix. Strategy and Business Planning (**A**)
- x. Analytical Decision Making (**A**)
- xi. Technology and Innovation (**A**)
- xii. Sustainable Practice (**W**)
- xiii. Commercial Acumen (**A**)
- xiv. Property Programme and Project Management (**A**)
- xv. Health and Safety, Compliance and Inclusion (**W**)

6. **Professional Membership:**

- a. Hold or be willing to work towards associate level membership of relevant professional body or have equivalent relevant experience.

7. **Post Mandatory Training**

- a. In accordance with the People Learning Plan

8. **Additional Requirements**

- a. The job holder must have a full UK driving licence.
- b. In addition to regular visits to sites within the RFCA area, this role may require occasional travel throughout the UK to other sites.
- c. The job holder will be required to be vetted to Counter Terrorist Check (CTC) level.
- d. This job description should be discussed with your line manager at the time of receiving your annual Personal Development Report. **Occasionally, in light of changes in business need your job description may need to change. You may be requested to undertake additional or other duties as directed by Line Management.**