

REDROW HOMES – FACILITIES MANAGER

ABOUT REDROW HOMES

Redrow is the UK's fastest growing house builder.

Our purpose is to create a better way for people to live. We care about the quality of homes we build, the people who help us build them, the communities we create and the societies in which we live.

We are looking for high performing people looking to build a career with Redrow. At Redrow you will be part of a business that recognises achievement.

JOB PURPOSE:

To manage cyclical, planned and unplanned maintenance operations and building alterations at Redrow House, St Davids's Park and its environments.

SCOPE:

The Facilities Manager will identify any programme building maintenance works at Head Office and will be responsible for appointing and project managing general building sub-contractors for a variety of works on site to achieve speedy resolution to emergencies with minimum disruption to the business routine of the office. In addition, the Facilities Manager will maintain and ensure that the building fabric and services are in efficient operating conditions, ensuring that all work is carried out in a safe and diligent manner, to the highest possible standard in line with predetermined cost. This role is also responsible for the appointment and management of the catering and cleaning employees and groundsmen.

Key Responsibilities:

1. Keep apprised of Health, Safety and Environmental updates and where necessary liaise with internal and external training providers to ensure full compliance.
2. Ensure all works are carried out in accordance with Redrow Health, Safety and Environmental Policy and specific approved risk assessments and method statements are carried out.
3. Identify maintenance requirements and schedule any ongoing building maintenance programmes.
4. Manage process of tendering and procuring sub-contractors and materials with suppliers and placing relevant orders, negotiating costs when relevant.
5. Establish informal partnerships with subcontractors for key trades.

6. Co-ordinate and liaise with Redrow employees and security contractors to ensure minimum disruption to normal Redrow office operations when work is carried out.
7. Supervise Redrow groundsmen, catering and cleaning employees and sub-contractors, material suppliers and utility providers to ensure efficient working to the required quality and programme. This may involve working outside normal office hours from time to time.
8. Lead, motivate, communicate with, develop, appraise and performance manage catering and cleaning employees and groundsmen to ensure employees are fully motivated to achieve best performance to meet the company's needs.
9. Regularly review cost position for works in progress.
10. Authorise invoices for payment and Purchase Orders for supplies.
11. Record details of works undertaken and identify follow-on works.
12. Build a thorough knowledge of Redrow House mechanical, electrical and other building service systems and their operation and develop a building services database and manual.
13. Be available to deal with the out of hours calls and direct them accordingly to effectively and safely deal with emergency situations.
14. Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
15. At all times, comply with company policies, procedures and instructions.
16. Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.

Working Relationships:

Effective working relationships are an essential part of daily working life. The focus in this role is both:-

Internal: Colleagues within Operating Division

External: Sub-contractors and Suppliers

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.