

Assistant Facilities Manager

Job purpose:

To play a key role in the facilities function at The Law Society, including related services, as well as activities delivering support for both technical and operational requirements. The role will be an understudy to the team managers and have the opportunity to grow FM knowledge.

Key Accountabilities:

- Deputise for the Facilities and Premises Manager
- Supporting small works - minor projects and capital expenditure projects. Maintain a good working relationship with suppliers, ensuring appropriate behaviour and safe methods of work while on site.
- Managing relationships with key stake holders, including building users, contractors and partners
- Delivering building tours as part of the TLS induction process

General Operations

- Close working relationship with the Floor Captain - be aware of day to day building management activities
- Be a point of contact for day to day building issues with suppliers and key end building users.
- Raising the profile of the Facilities Team

Supplier Management

- Support the effective working relationships with the outsourced FM contractor.
- Contract supervision for the following services.
 - Waste Management
 - Vending

- Document Management
- Furniture
- Print

Finance and Admin

- Experience in SAGE finance system, raising purchase orders, processing invoices and tracking supplier spend

Facilities Management

- Understanding of Health and Safety in the workplace
- Management of minor contract (list contracts and values)
- Understanding of workspace management and environment

Environment and Net Zero

- Supporting the Law Society's net zero target and Environmental Management System.

Knowledge, skills and experience

Essential:

- Knowledge and understanding of premises and contract management, including supplier relationships and service delivery expectations
- Proven ability to work to deadlines while managing multiple priorities
- Strong attention to detail with a focus on accuracy and effective task execution
- Confident and proactive in working with a variety of stakeholders across the organisation

- Strong organisational and administrative skills with good IT proficiency
- Excellent communication skills, both written and verbal
- Intuitive and solution-focused approach to problem solving
- Enthusiastic team player with a positive attitude and flexible approach

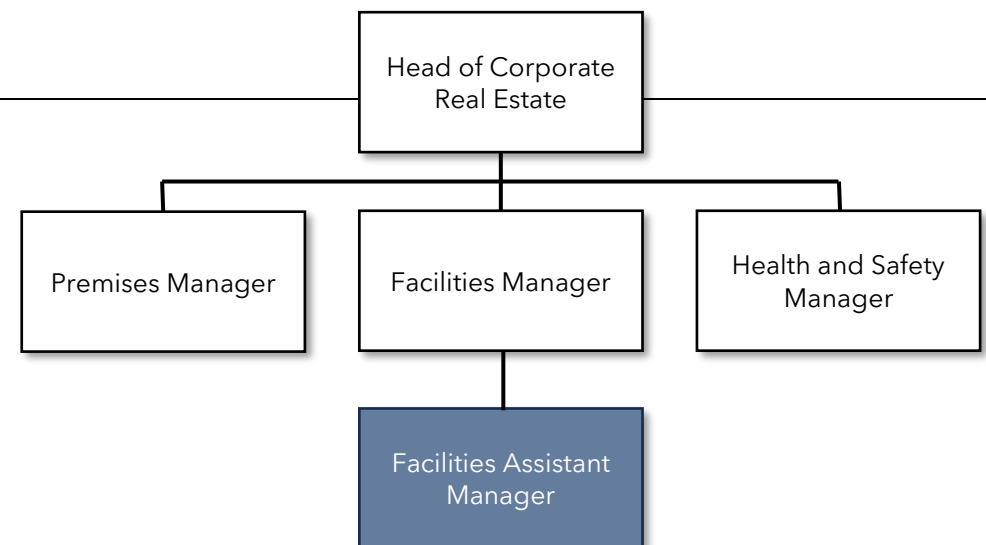
Desirable:

- Proven experience and competency on use of on-line financial system SAGE
- Previous experience of Health and safety process and Procedures
- Previous Facilities Management experience inhouse or external

Desirable:

- Experience in Facilities Management environment

Organisation Chart



<p>Dimensions -reporting to Facilities Manager</p> <p>Operating environment – all sites as requested by TLS</p> <p>Financial responsibility – raising purchase orders, managing orders, accruals</p> <p>Analytical Responsibility – Record relevant data, manipulate and present to meet requirements as requested</p> <p>Location – 113 Chancery Lane</p>	
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