

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

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| <b>Department</b>                             | Property Services   |
| <b>Post</b>                                   | Facilities Management Co-ordinator  |
| <b>Post No</b>                                | NU137   |
| <b>Grade</b>                                  | 7   |
| <b>Location</b>                               | Fire Service Headquarters   |
| <b>Responsible to</b>                         | Facilities Manager  |
| <b>Responsible for</b>                        | Supervision of any technical support staff directly involved with the facilities management function such as contractors. |
| <b>Responsibility for Physical Resources</b>  | Providing a Facilities Management (FM) service to support the efficient running of our property assets                    |
| <b>Responsibility for Financial Resources</b> | Placing orders and arranging payment of invoices  |

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

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| <b>MAIN PURPOSE OF THE POST</b> |
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| To provide support to the Facilities Manager in coordinating the delivery of the facilities management function across the Service's property assets. |
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| To seek best value solutions to everyday facilities issues to ensure the Service's property assets are well managed and meet the needs of our users. |
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**DUTIES AND RESPONSIBILITIES:**

1. To manage and maintain the Property Help Desk and monitor defect notices received from staff based on SWFRS premises.
2. To manage the resolution of maintenance and minor repair requirements by prioritising and allocating resources appropriately and where necessary arrange for the procurement of supplies and services
3. To obtain estimates and formal quotations for property maintenance works for budget commitment purposes in line with Contract Standing Orders and Procurement rules.

Date JD Revised:  
Author:

4. To supervise and issue works orders to relevant external contractors. This is to include ongoing supervision to ensure completion to time, cost and quality standards and where necessary inspecting the work prior to payment.
5. To liaise with appropriate station staff when work is planned, undertaken and completed.
6. To provide the Facilities Manager and Property Strategy Manager with timely reports on budget commitments and spend to date
7. Assist the Facilities Manager in the management and renewal of all FM related contracts to ensure compliance with contract standing orders.
8. In relation to the management of contracts and as directed by the Facilities Manager ensure the performance of contractors meets expectations and performance measures, and deal with dispute resolution when required in adherence with the terms of the contract.
9. To support the property team in undertaking administrative functions including; dealing with invoices, data inputting, and tender evaluations.
9. To carry out regular scheduled visits to identified premises for the purposes of; inspecting completed works, liaising with occupiers in respect of defects, and supervising external contractors.
10. To undertake systems administrative responsibilities for property asset management databases in use by Facilities Management.
11. To assist the Facilities Manager in managing the security contract and liaise directly with Security
12. To demonstrate a good understanding of Facilities Management having achieved a recognised qualification / certificate from a relevant professional body e.g. IWFM, and having obtained relevant FM experience.
13. To take a key role in the ongoing development of the services compliance monitoring and improve the way we manage the data.
14. Conduct Compliance Monitoring reviews to confirm that the Service is complying with relevant regulatory and statutory requirements to ensure the Service complies with legislative and other statutory requirements in relation to its property assets, contractors and staff
15. Keep up to date with changes to regulatory requirements or implementation of new legislation and codes
16. Support, and when required, represent the Facilities Manager at relevant meetings and groups both internally and externally in relation to facilities management issues.

17. To participate in the out of hours rota for the Property Services team at the current rate if required.

### **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

### **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

**NB:** This role involves frequent travel between sites throughout the South Wales area.