

**Job Description**

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| **Job Title:** | Head of Facilities & Health and Safety  |
| **Responsible To:** | Director of Finance, IT & Facilities |
| **Location:** | Woking and Sam Beare Hospice – Woking Site |
| **Hours of Work:** | 37.5 per week |
| **Department** | Facilities |
| **Direct Reports:** | Facilities Maintenance (x2); Support Services Manager; Housekeeping; Security (via contract management) |

**Job Purpose**

To be responsible for the effective and efficient management of all facilities and health and safety matters, including policy implementation, audit and monitoring, inspection, risk assessment, investigation of compliance and assistance with the delivery of health and safety training.

To ensure legislative and mandatory health and safety law, policies, procedures and ACOPS (Approved Codes of Practices) are adhered to at all times.

To ensure ongoing monitoring and review of Facilities and Estates Management ensuring that all legislative elements of facilities maintenance are in place and kept up to date. This will include auditing the planned preventative maintenance programmes.

To assist the Facilities Maintenance Team with operational cover as required.

**Key Responsibilities:**

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| **Objectives**  |
| **Compliance with Health and Safety Legislation**  |
| **1.** | Ensure that annual risk assessments and fire risk assessments are conducted at all Hospice premises. |
| **2.** | Along with the Education and Training Department ensure that Health and Safety training (including Fire Safety training) is delivered as necessary to all staff and volunteers. |
| **3.** | Ensure that regular testing of fire equipment takes place, keeping electronic and paper records, for all premises.  |
| **4.** | Ensure that service contracts for Facilities and fire equipment are in place and appropriate for the Hospice needs. |
| **5.** | Conduct annual fire drills at the Hospice, keeping a record of the event, identifying any learning points and taking appropriate remedial action. |
| **6.** | Liaise with relevant departmental managers on all Health and Safety activity and chair the monthly Health & Safety meetings. |
| **7.** | Ensure all appropriate materials are stored in accordance with COSHH regulations. |
| **Operational Management** |
| **1.** | Providing support to the various activity areas across the Hospice and collaboratingwith other managers in the effective delivery of Hospice facilities and health and safety services. |
| **2.** | Liaise with the Director of Finance, IT & Facilities in setting an annual budget for Facilities and Health and Safety across the property portfolio |
| **3.** | Manage the Support Services Teams, i.e. Housekeeping, Catering, Hostesses and Reception either through contract management or the line managers of those departments. |
| **Compliant operating environment.**  |
| **1.** | Maintain records of facilities and health and safety, fire safety related service visits and outcomes, bringing any additional action required to the attention of the Director of Finance, IT & Facilities, and the Chief Executive. |
| **2.** | Maintain all associated records for health and safety including fire safety management. |
| **3.** | Periodically conduct audits and reviews to ensure execution of compliance standards. |
| **4.** | When compliance issues arise conduct investigations to discover the root cause and assist others in ensure adequate control measures are put into place. |
| **Planned Preventative Maintenance (PPM)** |
| **1.** | Ensure service and testing schedules are in place for all relevant equipment and plant in use at the Hospice. |
| **2.** | Keep records of equipment servicing and testing, bringing any additional action required to the attention of the Director of Finance, IT & Facilities. |
| **3.** | Monitoring and manage the expiry date of equipment service contracts. |
| **Procurement**  |
| **1.** | Liaise with Heads of Departments and relevant managers on a regular basis, to identify such supplies as are needed to maintain Hospice health and safety training and management. |
| **2.** | Procure services from the most economical sources whilst ensuring quality standards are maintained. |
| **Managing Contractors**  |
| **1.** | Ensure that all contractors operating on Hospice sites have appropriate insurances and adopt safe working practices. |
| **2.** | Collate all contractors Risk and Method Statements, Safe Systems of Work on the applicable drive with the hospice electronic system. |
| **Ensure a safe working environment**  |
| **1.** | To be aware of own obligations under Health and Safety legislation. |
| **2.** | Provide assistance and advice to all departments across the portfolio for health and safety matters. |
| **Self-development**  |
| **1.** | Take responsibility for own professional development, identifying training and development needs to line manager. |
| **2.** | Keep up to date with skills and knowledge. |
| **3.** | Complete annual electronic mandatory training. |
| **4.** | Attend specialist training and development activities within the hospice. |

**Person Specification**

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| **Qualifications** |
| **Essential** | **Desirable** |
| Health and Safety qualification e.g. NEBOSH General Certificate, IOSH | NEBOSH Diploma or working towards this qualification |
| Good standard of general education | Facilities trade qualification |
| Experience of Facilities Management | Trade Qualification / Discipline |

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| **Skills** |
| **Essential** | **Desirable** |
| Knowledge of Facilities Management, Support Services and General operation of sites |  |
| Comprehensive understanding of current health and safety legislation, guidance and best practice |  |
| Strives to not only meet compliance standards, but to also exceed them for peak operating efficiency |  |
| Understanding of audit, evaluation and monitoring processes |  |
| Ability to manage time effectively, be self-motivated and meet deadlines |  |
| Ability to prioritise duties in unexpected situations |  |
| Good written and verbal communication skills |  |
| Ability to communicate effectively on a technical level with experts such as Fire safety officers, specialist equipment suppliers, builders, etc.  |  |
| I.T. literate |  |
| Approachable, professional demeanour |  |

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| **Previous Experience** |
| **Essential** | **Desirable** |
| Implementing health and safety policy | Able to demonstrate an awareness of Hospice services and how they operate |
| Carrying out risk assessments  | Knowledge of health and safety legislation applicable to health care and retail environments |
| Experience of investigation report writing and auditing |  |
| Experience of working in a team  |  |
| Delivering health and safety training to staff and volunteers |  |
| Excellent organisational skills |  |

**Core Values**

**C**aring and compassion

We will care with compassion, communicate with honesty and sensitivity, facilitate understanding and choice and ensure both respect and dignity.

**A**ccountability

We will dedicate ourselves to safeguard and support our patients, their families, our volunteers and our staff by working to the highest professional and ethical standards.

**R**espect

We will respect all regardless of their ability, age, gender, race or sexual orientation and we will not tolerate prejudice of any kind.

**E**xcellence

We will remain committed to continual learning and development to ensure we deliver excellence in all that we do.

**Confidentiality**

The contractual relationship between the Hospice and its employees is founded on trust. Employees will treat as confidential all information regarding the business of the Hospice, information with regard to and agreements with suppliers, and information gained about other employees and consultants.

**Health & Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

**General**

This job description is not an exhaustive list of duties but it is intended to give a general identification of the range of work undertaken and will vary in detail in the light of changing demands and priorities within the Department. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.



Signed by on behalf of Woking and Sam Beare Hospice:

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**Signed by employee:**

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**This job description is current and subject to yearly review in consultation with the jobholder. It is liable to reflect and anticipate necessary changes to support the hospice strategy.**