



EAST SUSSEX FIRE AUTHORITY

Job Description

Job Title: Facilities Manager

Job Family: 6

Reporting to: *Strategic Estates Manager*

Responsible for: Senior Estates Surveyor, *Estates Compliance Officer, Assistant Facilities Business Partner*

DBS Check Level: Standard

Main purpose of the job:

The Facilities Manager will provide operational leadership for the ESFRS Estates team, ensuring the effective management and maintenance of all ESFRS properties and facilities while supporting the delivery of critical emergency services.

To leading the customer focused Estates Revenue Team to support the Fire Service's long-term vision and its purpose to make our communities safer.

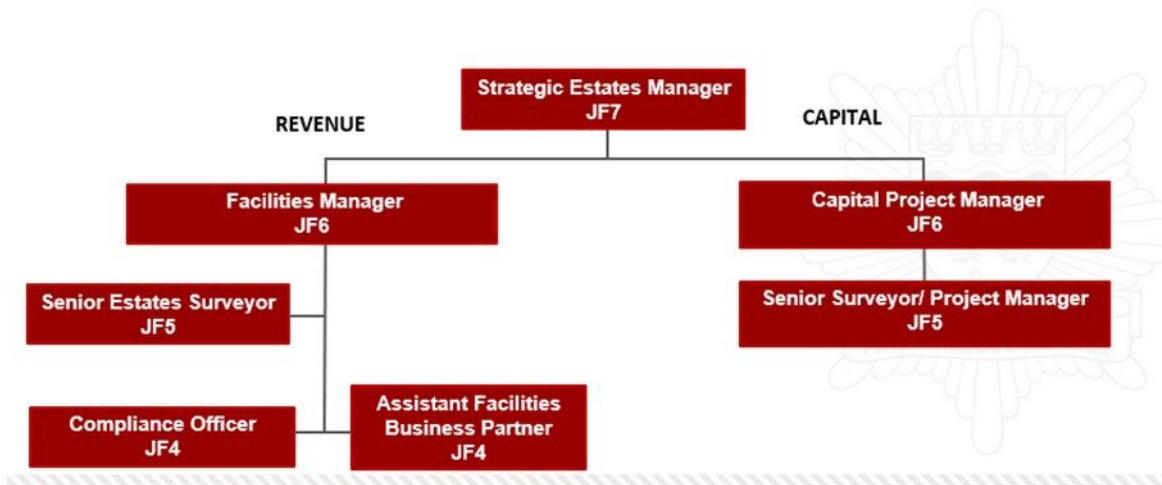
To ensure that the ESFRS Estate remains safe, compliant, operational and fit for purpose on a day-to-day basis, being responsible for all aspects of Facilities Management and the delivery of low to medium value capital projects and planned revenue projects.

To act as the main point of contact with our operational support staff colleagues on station to ensure all defects are resolved expediently, to the required quality and within budget so that our stations remain operational at all times.

To undertake Budget responsibility and oversight of our supply chain maintenance Term Contracts.

The role will include the accountability of the Estates Computer Aided Facility Management (CAFM)

This role sits within the Estates and Facilities Team, within the Resources Directorate



Main duties and responsibilities

i. Knowledge:

- Lead and supervise the Estates operational team, providing clear direction, motivation, and performance management
- Develop and maintain effective working relationships with internal stakeholders, contractors, and service providers
- Coordinate and oversee the work of external contractors and maintenance teams
- Ensure appropriate training and development of team members
- Oversee day-to-day facilities operations across all ESFRS properties, including fire stations, training centres, and administrative buildings
- Manage planned preventative maintenance programs
- Ensure compliance with health and safety regulations, building codes, and fire safety standards
- Maintain accurate records of all maintenance activities, inspections, and compliance checks
- Ensure all facilities meet required statutory compliance standards
- Maintain up-to-date documentation for all statutory inspections and certifications

i. Problem solving

- Identify and implement cost-saving measures while maintaining service quality
- Coordinate with operational staff to minimize disruption during maintenance works
- Conduct regular risk assessments and implement appropriate mitigation measures
- Manage reactive maintenance requirements
- Coordinate emergency repairs and maintenance responses

ii. Accountability

- Plan and implement facilities improvement projects by term contractors in conjunction with Capital Projects Manager

- Manage contractors and suppliers, ensuring value for money and quality of service
- Monitor project budgets and timelines
- Monitor and maintain building management systems
- Manage operational budgets for facilities maintenance and improvements
- Monitor and control expenditure on term contractors and supplies
- Prepare financial reports and forecasts as required

General Responsibilities

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the evaluation and grading of the post.

All staff must comply with all ESFRS Policies including Equal Opportunities and Health and Safety at Work.

Safeguard and promote the welfare of children and protection of vulnerable adults in line with the policies of East Sussex Fire and Rescue Service and East Sussex Fire Authority.



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Person Specification

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. If you are applying for this role then please ensure that you demonstrate that you meet all the essential criteria.

Job Title: Facilities Manager	Directorate: <i>Resources</i>
Job Family: <i>Job Family 6</i>	Department: Estates and Facilities
DBS Check Level: Standard	

ESSENTIAL CRITERIA	
Knowledge (incl. Interpersonal and communication skills)	
1.	Strong knowledge of building services, maintenance requirements, and regulatory compliance
2.	Excellent IT skills, including all Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
3.	Strong leadership and people management abilities
4.	Excellent project management and organisational skills. Able to prioritise and organise a busy work schedule.
5.	Strong problem-solving and decision-making capabilities
6.	Proficiency in facilities management software systems
7.	Ability to create practical and creative solutions to strategic issues that are sensitive to management and political interests and sustain positive relationships with members which generate confidence, respect and trust
8.	Effective communication skills to negotiate with and influence a wide range of audiences such as members, senior managers, external partners and other stakeholders
9.	An enthusiastic and inclusive team player with strong interpersonal skills who can work effectively across all levels of the organisation and partner agencies
10.	Understanding of emergency services operational requirements
Qualifications	
11.	Relevant facilities management qualification (BIFM Level 4 or equivalent)
12.	Health and safety qualifications (NEBOSH or equivalent)
Experience	
13.	Experience in facilities management, preferably within a public sector or emergency services environment
14.	Proven track record of team leadership and performance management
15.	Experience in contract management and supplier relationships
16.	Budget management experience

Other	
17.	Commitment to diversity and aims of the organisation
18.	Commitment to Safeguarding and the welfare and protection of children and aims of the organisation
19.	Mobility sufficient to enable travel throughout the county
20.	Flexibility to respond to emergency situations outside normal working hours, some weekend and evening work may be required
21.	Valid UK driving license
22.	Capable of conducting physical inspections of premises
23.	Ability to access all areas of facilities, including restricted spaces

DESIRABLE CRITERIA	
Knowledge (incl. Interpersonal and communication skills)	
1.	IOSH Managing Health & Safety – 4 day course
2.	Knowledge of 3i Facilities Management Systems or previous experience of using a facilities management software system and/or PDA
3.	IOSH Managing Health & Safety – 4 day course
4.	Knowledge of 3i Facilities Management Systems or previous experience of using a facilities management software system and/or PDA
5.	Knowledge and practical application of Health & Safety legislation and safe operating procedures
6.	Ability to work in a team environment as well as alone and be self motivated with excellent planning and organising skills with the ability to work to deadlines
Qualifications	
7.	<i>Member of Institute of Workplace and Facilities Management</i>
8.	Educational qualification in a built environment related discipline.
Experience	
9.	Specific experience in the appropriate field applicable to the role
10.	Experience of business change programmes or business improvements,
11.	Experience of reviewing of processes and procedures and use of I.T. systems to design and implement improved working practices.
12.	Ability to work creatively, proactively coming up with new and imaginative ideas,
13.	Ability to work collaboratively with others to identify fresh approaches.
14.	Specific experience in the appropriate field applicable to the role
15.	Experience of business change programmes or business improvements,

Other	
16.	<i>Flexibility to respond to call outs and other Service requirements</i>