

Assistant Site Manager Info for VAF on TRAC

Job overview

As Assistant Site Manager you will be accountable to the Facilities Site Manager.

You will have the responsibility for managing a large team of Facilities Management Assistants across several sites, providing a comprehensive Soft FM Service across the sites including catering, cleaning, portering and site management.

The role will also involve working some weekends and bank holidays.

Main duties of the job

We are seeking a motivated and positive Assistant Site Manager to join our Facilities Management Team based at Thomas Leigh.

The post holder will undertake the responsibility for managing a team of Facilities Management Assistants (FMAs) to provide a comprehensive Soft FM service, to include: cleaning, portering, catering and linen duties.

The Assistant Facilities Site Manager will be required to deputise for the Facilities Site Manager. The Assistant Facilities Site Manager's duties involve allocating and prioritising work as appropriate.

Candidates should ideally have Facilities experience in a supervisory role, hold or be prepared to work towards the IOSHH Managing Safety qualification and will ideally have a CIEH Level 3 Food Safety qualification. The successful candidate will also have excellent IT and interpersonal skills.

The candidate must be flexible and will be expected to work weekends and bank holidays and cover extra shifts when required.

Working for our organisation

Mersey Care NHS Foundation Trust provides specialist inpatient and community mental health, learning disabilities, addiction and acquired brain injury services for the people of Liverpool, Sefton and Kirkby, Merseyside. We also provide community physical health services in

Liverpool, Sefton, secure mental health services for the North West of England, the West Midlands and Wales and specialist learning disability services across Lancashire, Greater Manchester, Cheshire and Merseyside.

Our ambition is to deliver perfect care to become the world's leading organisation in holistic health and well being.

Mersey Care's vision and values of Continuous Improvement, Accountability, Respect, Enthusiasm and Support (CARES) drive our organisation and the way we work together to deliver services. Applicants will be expected to demonstrate, during recruitment and any subsequent employment with the Trust, that their behaviour supports our values.

Detailed job description and main responsibilities *

Key Areas of Responsibilities:

Key Relationships:

- Facilities Site Manager
- Facilities Management Assistants (FMAs)
- Senior Managers within the Trust
- Hard FM Contractor
- PEAT Lead/Modern Matrons
- Infection and Prevention Control Leads
- Estates/Facilities Managers
- Service Users and Carers
- General Contractors

Managerial/Leadership:

1. To assist the Facilities Site Manager in the day to day smooth running of the Soft FM Service including portering, cleaning, catering and linen duties. To achieve safe service delivery in; waste management, fire safety and all aspects of Health and Safety.
2. To be responsible for effective communication to all site occupiers and to minimise disruption to services.
3. To work closely with the Hard FM Contractor and their support staff to deliver effective and efficient operational processes in connection with the smooth running of the premises.
4. To support the line manager in achieving a balanced budget.
5. To work closely with and be the first contact with all external suppliers, in relation to the effective delivery of Soft FM services.
6. To support the Facilities Site Manager in ensuring that the grounds and gardens are clean at all times.
7. To undertake all necessary and appropriate Performance Appraisal Development Reviews in a timely and effective manner, in accordance with Trust guidelines.
8. To have awareness and knowledge of the latest Health and Safety requirements in connection with the management of an NHS inpatient site and to apply the knowledge in relation to all Soft FM Services.
9. Assist the Facilities Site Manager in the delivery of departmental and Trust goals and objectives, as they relate to Soft FM Services.

Organisational:

10. To ensure all equipment is kept in a secure, operable and clean condition at all times, reporting and addressing hazards.
11. To report adverse incidents in line with operational procedures.
12. To ensure stock levels for all Soft FM requirements are sufficient to meet the needs of the service.

13. To work closely with and be the first contact with all external suppliers, in relation to the effective delivery of Soft FM services.
14. Manage the provision of Personal Protective Equipment for all staff ensuring adequate replacing of same as appropriate and required.
15. To ensure that all cleaning schedules are kept up to date and readily accessible.
16. To assist the Facilities Site Manager in the implementation of business continuity plans to ensure safe and effective Soft FM service delivery.
17. To maintain systems that ensure that catering is delivered safely and in accordance with statutory requirements.
18. To monitor and manage performance and attendance in accordance with Trust Policies.
19. To manage a team of staff, prioritising and allocating work as appropriate including monitoring.
20. To assist in the process of recruitment and selection of Soft FM Staff and ensuring they attend Trust and local induction programmes.
21. To ensure that the accurate recording and input of shifts and rosters worked by staff is completed as appropriate, ensuring that staff work flexibly across all service areas.
22. Ensure that all staff attend training and are kept up to date with mandatory and local job specific training.

Professional:

23. To be responsible for maintaining own professional development.

Quality:

24. To be responsible for ensuring that environmental standards relating to Soft FM are achieved and maintained across the site. This will include changes to priority risk areas which may necessitate differing working practices.
25. To undertake and record all environmental checks and monitoring of all areas

as directed. For example; National Specifications of Cleanliness audits with agreed audit tools and to assist in PEAT Inspections as required by the Facilities Site Manager.

26. To ensure catering services meet the therapeutic, nutritional, religious/faith and lifestyle requirements of the diner, liaising with appropriate professionals.
27. To ensure that all catering inspections are carried out as and when required, this will include periodic customer satisfaction surveys.