**RESERVE FORCES AND CADETS ASSOCIATION**

**FOR EAST ANGLIA**

**JOB DESCRIPTION**

**Appointment Details**

1. Job Title: Estates Facilities Manager
2. Job Grade: D
3. Department: Facilities Management
4. Reports to: Head of Estates Services
5. General description of the Appointment: The Estates Facilities Manager (Facilities Manager) provides support to the Head of Estates Services (HES) in all soft Facilities Management (FM) and maximise revenues from hirings and lettings of Association assets. They are the Association’s Work Place Health and Safety Representative.

**Overview**

1. EA RFCA is one of 13 RFCAs which provide support for Reserve Force and Cadet Units throughout the UK. Each RFCA has a volunteer membership of some 120 –150 and is served by a small, full time, salaried Secretariat and Army Cadet Force (ACF) Permanent Support Staff.
2. The RFCAs are represented nationally by the Council of RFCAs (CRFCA). The Chairman of each RFCA is a member of the Council, which employs a secretariat, who through the CRFCA Executive Board direct and coordinate the activities of the RFCAs. CRFCA is the single point of contact for all Ministry Of Defence (MOD), Defence Infrastructure Organisation (DIO) and Single Service stakeholders from whom the RFCAs are funded.
3. The main roles of RFCAs are:
4. Assistance and advice to the Defence Council.
5. Representation and advocacy of the Armed Forces (specifically the Reserves and Cadets).
6. Welfare and administration of the Reserves and Cadets.
7. Hard and soft facilities management for the Volunteer and Cadet Estate.
8. Personnel and financial management.
9. Indirect support to recruiting for the Army and the Army Reserves (and other Services as requested).
10. Marketing and publicity for the Reserves and the Cadets.
11. Employer Engagement and support.
12. Community Engagement.
13. The staffs of the RFCAs maintain close liaison with the relevant Royal Naval, Royal Marine, Army and Royal Air Force Headquarters and DIO to ensure effective coordination of supporting activities for the Reserve Forces and MOD sponsored cadet organisations.

**Primary duties**

Utilities

1. Oversight of the MOD electrical & gas utility central contracts.
2. Preparing forecast of expenditure for utilities
3. Providing oversight of bill processing and bill data input by AO Facilities Management
4. Managing asset transfer to central contracts [additions and deletions].

Energy Monitoring and Efficiency

1. Monitoring utility consumption from meter actual readings and smart meter data.
2. Investigating anomalies and taking appropriate action.
3. Working with Estates Officers in implementing energy efficiency measures across the estate.
4. Develop Spend to Save Initiatives

Health and Safety

1. Focal point for all Association HQ Health and Safety issues relating to employees.
2. Act as Secretary to the ACF Safety, Health and Environment (SHE) meetings.
3. Carrying out SHE inspections and audits of RFCA premises and advise and assist with site safety risk assessments
4. Implementing the Association SHE policy.
5. Assist with preparing and supervising the Association SHE training programme.

Waste Management

1. Managing the Association waste disposal contract to budget and within current legislation.
2. Managing the Association waste recycling contract to budget ensuring compliance with legislation.
3. Identifying and exploiting additional recycling initiatives.

Cleaning Contracts

1. Managing the Association cleaning contracts to budget.
2. Routinely monitoring and checking on work to ensure standards are maintained and best value is achieved.

Grounds Maintenance

1. Managing the Association grounds maintenance contract to budget.
2. Routinely monitoring and checking on work to ensure standards are maintained and best value is achieved.

Environmental Protection and Sustainable Development

1. Act as the Association Environmental Protection (EP) advisor.
2. Act as focal point for all EP matters.
3. Collating instructions and procedures for environmental arrangements for Association Environmental Management System (EMS).
4. Implementing and managing the Association EMS.
5. Implementing and managing Sustainable Development matters in conjunction with HES.
6. Monitoring environmental protection and sustainable development performance against internally set targets.
7. Act as Secretary to the Association EP Committee.

Vehicle Fleet Management

1. Adhering to the Association Vehicle Management policy.
2. Managing Association vehicle fleet procurement and disposal to programme and budget.
3. Managing the Association vehicle fleet maintenance to budget.
4. Managing/maintaining the Association driver standing instructions.
5. Managing the Association pool car.

Wider Market Initiative / Alternative Venue Hiring

1. In conjunction with the Business Development Manager [BDM] maximise revenue from hiring / letting of the Association built assets.
2. Attend viewings with clients, provide quotations, specifications, hiring agreements, tenancies and leases for Alternative Venues customers as necessary.
3. Provide assurance of compliance with all statutory & mandatory regulations surrounding planned events, activities and lettings.

Accommodation Stores

1. Managing the Association HQ furniture.
2. Maintaining existing Defence Accommodation Stores [DAS] furniture stock.
3. Act as a focal point between Army Reserve Centres and Cadet Units and the regional Army Stores Unit [ASU] in demanding DAS.
4. Maintaining an asset inventory for the Army Reserve Centres and ACF Counties.
5. Carrying out stock checks and accounting audits biennially.

**Secondary duties**

1. Any other duties as directed by Line Manager which they can reasonably be expected to undertake.

**Training**

1. The post-holder is required to participate in all aspects of training and development, as identified in discussions with the Line Manager, to make use of all relevant opportunities for training that may improve the effectiveness and efficiency of their appointment.

**Reporting**

1. The Head of Estates Services has Line Manager responsibilities for the Estates Facilities Manager. The Countersigning Officer is the Chief Executive.
2. The Estates Facilities Manager has Line Manager responsibilities to the following:
3. AO Estates Facilities Management – Grade E1

**Person Specification**

1. [Core Competencies required](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/436073/cscf_fulla4potrait_2013-2017_v2d.pdf)
2. Setting Direction- Seeing the Big Picture- Level 2
3. Setting Direction- Changing and Improving- Level 2
4. Setting Direction- Making Effective Decisions- Level 2
5. Engaging People- Leading and Communicating- Level 2
6. Engaging People- Collaborating and Partnering- Level 2
7. Engaging People- Building Capability for All- Level 2
8. Delivering Results- Achieving Commercial Outcomes- Level 2
9. Delivering Results- Delivering Value for Money- Level 2
10. Delivering Results- Managing a Quality Service- Level 2
11. Delivering Results- Delivering at Pace- Level 2
12. Required skills/experience:
13. Qualification - Qualified to at least IOSH / NEBOSH General Certificate Applied H&S.
14. Experience - Ability to negotiate works and obtain competitive quotations/tenders.
15. Experience of Budget Managing.
16. Proactive and self-motivated.
17. Confident and astute communication skills, with a high level of emotional intelligence and the ability to engage with individuals at all levels.
18. Computer literate (possessing a good working knowledge of current MS-Office applications) with demonstrable experience using management information systems. Comfortable utilising internet research tools including the retrieval of statistics for further analysis and presentation. Practical experience of managing and operating a database.
19. A full driving licence is required.
20. This post-holder will be required to hold an Enhanced clearance from the Disclosure and Barring Service (DBS) and to be SC Cleared through National Security Vetting.
21. Desired skills/experience:
    1. An understanding of the Reserve / Regular military environment.
    2. Practical experience of managing and operating a database.
22. Personal qualities & behaviours:
23. Confident and astute communication skills, with a high level of emotional intelligence and the ability to engage with individuals at all levels.
24. Proactive and self-motivated.
25. Keen to advance individual skills and personnel development.
26. Ability to prioritise tasks and time manage effectively recognising where influence and authority lies and its impact on account activity.
27. A self-starter with a high degree of flexibility and adaptability. Excellent team-working ability.
28. An inquiring mind with an organised approach to engagement and information management and good attention to detail.

**Other requirements**

1. Whilst the role is Chelmsford-based, a high degree of travel across the region (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, and Suffolk), is expected.
2. The successful individual will need to comply at all times with RFCA health and safety policies and procedures, and data protection/freedom of information requirements.

**Other Features**

1. This job description should be discussed/read with the Line Manager at the time of receiving the Annual Staff Report.
2. The Job Description may be reviewed in the light of changes during the period of the appointment and on change of incumbent.