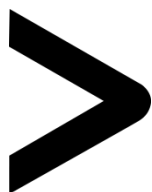


GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

JOB TITLE:	Facilities and Compliance Manager
REPORTS TO:	Head of HR
RESPONSIBLE FOR:	Management of office facilities and services, health and safety policy and procedures, organisational standards and regulatory requirements.
PRIORITY CONTACTS:	Managers and Staff, Contractors, Suppliers, Health & Safety Consultant and Environmental Consultant, Maintenance Officer.
LOCATION:	Head Office (Able to operate from local bases as appropriate)

JOB SUMMARY

The **Facilities and Compliance Manager** will oversee the management of our office facilities including lease negotiation, operational service contracts, office supplies procurement, health and safety, fleet management and organisational compliance. This role ensures seamless operations, adherence to standards, and alignment with company policies and procedures to create a safe, efficient, and compliant workplace environment.

This role will liaise with external consultants who will provide advice and guidance on specialist areas of expertise to support our business compliance, such as health and safety and sustainability. The Facilities and Compliance Manager role will also have access to administration support and a maintenance officer to facilitate delivery of the role.

KEY RESPONSIBILITIES

Facilities Management

- Oversee the maintenance, functionality, and aesthetics of office facilities.
- Manage day-to-day operations, including repairs, space planning, office moves and upgrades, and create and implement a schedule of planned preventative maintenance.

- Oversee the negotiation, renewal, and management of office lease agreements to ensure favourable terms and alignment with organisational needs. Collaborate with legal advisors and management to evaluate contract terms and maintain ongoing relationships with landlords and property managers.
- Administer and manage contracts for office services (e.g., cleaning, security, maintenance, telephone systems, utilities) and ensure that contractors and service providers deliver high quality, cost effective solutions.
- Negotiate and review service agreements to ensure value for money and alignment with organisational needs.
- Monitor service provider performance against agreed terms and KPIs.
- Oversee procurement of general office supplies within budget and monitor effectiveness of supply chains.
- Oversee business document archiving systems.
- Provide regular reports to the Executive Team and the Board on progress, identify areas of action and inform business planning.
- Manage expenditure within allocated budgets and contribute to the budget setting process.
- Work with the Chief Executive and members of the Senior Management team to identify and secure new premises for lease or purchase as necessary.

Health and Safety Compliance

- Develop and implement health and safety policies and procedures in liaison with the appointed Health and Safety Representative to ensure legal compliance and best practice are adhered to.
- Undertake premises risk assessments and oversee fire risk assessments support staff in implementing recommendations.
- Supporting adherence to the wider organisation's risk assessment process providing training, advice and guidance as necessary.
- Conduct audits, and incident investigations.
- Provide training and guidance to staff on health and safety best practice and our internal procedures and systems
- Ensure ongoing achievement and compliance with organisational health and safety standards, eg CHAS
- Provide regular monitoring and progress reports to the Executive Team and the Board to identify areas of action and inform business planning.

Fleet Management

- Oversee the company's fleet operations, ensuring efficient allocation and maintenance of small fleet of vehicles.
- Monitor compliance with fleet-related policies, including driver safety, vehicle service and Tax and MOT ensuring the fleet remains compliant with legislation and are roadworthy.
- Optimise fleet costs while ensuring operational needs are met.
- Ensure appropriate fleet insurance is in place which meets business needs and that staff are aware of their responsibilities within this, and deal with any insurance queries and claims.

Compliance and Standards

- Ensure compliance with organisational standards and regulatory requirements, such as environmental sustainability ISO14001.
- Ensure the development and ongoing review of associated policies and procedures.
- Produce regular monitoring and compliance reports for Senior Management and Board to report on progress, identify areas of action and inform business planning.
- Conduct and support periodic compliance audits and recommend corrective actions as needed.

Organisational Policy Coordination

- Act as a liaison between departments to ensure current policies and procedures are in place, accessible and consistently implemented.

- Review and update policies relevant to role to reflect changes in legislation and industry best practices.
- Provide advice and guidance and support training initiatives to build staff awareness and understanding of policies.

Additional responsibilities

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.