

# Facilities Manager

Department	National Manufacturing Institute Scotland (NMIS) ( <a href="https://www.nmis.scot/">https://www.nmis.scot/</a> )		
Faculty	Faculty of Engineering ( <a href="http://www.strath.ac.uk/engineering/">www.strath.ac.uk/engineering/</a> )		
Staff Category	Administrative and Professional	Reference No	435066
Reports To	Engineering Services Manager	Grade:	7
Salary Range:	£33,309 - £40,927	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	31/07/2022

## Job Advert

The National Manufacturing Institute Scotland (NMIS) is a bold and ambitious industry-centred project to create an international centre of advanced manufacturing expertise and excellence where industry, academia and public-sector support agencies work together to transform skills, productivity and innovation, making Scotland and the UK a global leader in advanced manufacturing.

NMIS is a truly collaborative project, with partners including the Scottish government, Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, the Scottish Funding Council, Renfrewshire Council and the UK government through the High Value Manufacturing Catapult. The University of Strathclyde is the host University for NMIS, which will link to the wider academic communities in Scotland through the Scottish Research Partnership in Engineering and across the UK High Value Manufacturing Catapult network.

NMIS will encompass a dedicated facility that will house the Manufacturing Skills Academy (MSA), Digital Factory 2050 and the Innovation Collaboratory. Along with this dedicated new facility, existing and developing research centres will also be part of the broader NMIS Group including the Advanced Forming Research Centre (AFRC) and the Lightweight Manufacturing Centre (LMC).

The University of Strathclyde/NMIS are seeking to appoint a Facilities Manager to work within the Engineering Services Team for NMIS facilities.

Reporting to the Engineering Services Manager, an overarching aspect of the role is to manage the Total Facility Management (TFM) contract, liaising with site and departmental personnel in co-ordination of contractors to implement and deliver infrastructure improvement projects within the National Manufacturing Institute for Scotland (NMIS) temporary sites. The post holder will be based at NMIS temporary sites, located within Westway park, Renfrew. The post holder will on occasion travel between the multiple NMIS sites and the main University campus.

The post holder will be expected to provide project co-ordination of facility improvement and maintenance plans for the site(s), also support the implementation and planning for future sites, provide reports on requirements for future expansion and recommendations for solutions to site issues.

The role will require facilitation of staff and customer engagement activities, interpreting and conveying findings so that the needs of those who work across the multiple sites are recognised and built-in to any of the plans which go forward, the post holder will lead that facilitation.

The role will involve providing facilities management advice and support to the teams through analysis and judgement to identify the best solution to a range of different problems and issues, offering recommendations and solutions to the Engineering Services Manager in more complex situations.

Deploying facilities support staff and resources to ensure that planned improvements are delivered which enhance the facility in terms of its role in supporting and promoting high value manufacturing innovation in the UK.

The post holder will be charged with working within established departmental procedures and practices alongside the development of new and enhanced operational facility site management procedures as well as quality and health and safety procedures.

The role will involve leading, planning and execution of projects which address building improvement, dilapidation management, space constraints, relocation activities and other improvement needs in the facilities.

## Job Description

### Brief Outline of Job:

Reporting to the Engineering Services Manager, the main aspect of the role is to manage the Total Facility Management (TFM) contract, liaising with site and departmental personnel in co-ordination of contractors to implement and deliver infrastructure improvement projects within the National Manufacturing Institute for Scotland (NMIS) temp sites. Manage day to day facility tasks, ensuring facility does not impact project delivery.

### Main Activities/Responsibilities:

1.	Management of the Total Facility Management (TFM) contract and contractors within the framework across multiple NMIS sites.
2.	Development of TFM contract scope, budgetary management of contract, raising work orders, attend regulatory meetings with UoS contracts manager and TFM representative to evaluate performance and ensure value for money is achieved in line with UoS Policies and procedures.
3.	Development and implementation of strategic plans for the delivery of a facilities management service within the NMIS temporary sites and the implementation of capital projects.
4.	Responsible and manage external contractors in support of continued development and maintenance of NMIS property portfolio to support business growth. Ensuring all health and safety policies and processes are adhered too.
5.	Maintain an up to date understanding of staff infrastructure requirements as they develop through growth of the facilities and development of the scope of activities in the centre. Ensure risks and future infrastructure plans are fed into the definition and planning of long term project activity and business expansion.
6.	Creation utilisation and maintenance of appropriate space planning tools; CAD based.
7.	Identify current or potential future problems relating to demand and management on facility resources systems and services across NMIS sites. Collate solutions to these issues including pros/cons before making recommendations to Engineering Services Manager on how to overcome current or future potential issues. Managing and delivering appropriate solutions.
8.	Work and/or lead project teams in delivering new buildings and infrastructure upgrades. Advise project leads in the installation of capital equipment as required, this may include reviewing the design and tender specification to ensure all facilities related requirements have been captured at an early stage before the install of the machine.
9.	Build relationships with key stakeholders at all levels within the organisation to ensure that any facility issues are resolved efficiently and effectively.
10.	Co-ordinate the workload of and support the duties of facilities support staff across sites. Monitoring and prioritising of key task requests raised by NMIS and other site staff through the facilities portal. Ongoing management and development of portal to support centre growth across sites. Ensure escalation of any issues to the TFM supplier for resolution.
11.	Lead and/or contribute to the project team to design and develop a management system to achieve accreditation to ISO 14001 environmental standard.
12.	Travel between NMIS sites to support the NMIS group with facility related matters.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 HNC or HND, Degree desirable in a relevant field. Significant relevant experience in a similar role (e.g 4 years)

D1 Project Management qualification, CAPM, Prince2

E2 Recognised Health and Safety qualification (e.g. NEBOSH, IOSH)

### Experience

E3 Knowledge of the Crown Commercial Services framework, TFM contracts and other Facility systems

E4 Experience within a similar role, acting as key contact for the subject area

E5 Experience of infrastructure project delivery, risk management, budget management

E6 Knowledge and experience in health and safety policies and processes

D2 Knowledge and understanding of sustainability within an industrial environment

### Job Related Skills and Achievements

E7 Excellent IT based skills MS office, Excel, Word etc.

E8 Experience in working autonomously, plan and prioritise own workload

D3 Experience in presentations and communication to a wide range of audiences

E9 Knowledge and experience in CAD system; Solidworks, AutoCAD etc.

E10 Knowledge and experience of ISO 14001 Environmental Management Standard

### Personal Attributes

E11 Excellent organisational, interpersonal and team working skills

E12 Excellent verbal and written communication skills

E13 Ability to show leadership and take control of unexpected situations

E14 Experience of explaining clearly, and reporting major issues to senior management levels

### Other Relevant Factors

E15 Current full UK driving licence

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Lisa Michie, Engineering Services Manager ([lisa.michie@strath.ac.uk](mailto:lisa.michie@strath.ac.uk)).

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

## Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

## Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

## Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

## Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

