**Facilities Supervisor**

Bringing together leading minds and practitioners in the sector, Wessex Archaeology is a trusted archaeology and heritage service provider and educational charity. From our network of international offices, we work in partnership with our clients to deliver sustainable solutions to manage the historic environment - above ground, below ground and underwater. We are committed to our social impact. This means using the knowledge and connections we make through our commercial activities as a catalyst to engage the communities in which we work.

**The role – what’s involved.**

You will be part of a collaborative team committed to shaping a better future for our staff, the sector, and the world. As well as having knowledgeable and dedicated colleagues, you’ll have an opportunity to access a variety of fascinating and high-profile projects and develop your skills and knowledge along the way.

* This is a ‘hands on’ role, requiring the daily maintenance of our unique processing facility, ensuring it remains operational at all times.
* Provide a safe, well maintained, legally compliant and productive workplace for our staff, as well as delivering a range of business support services to help everyone work safely, effectively, and efficiently.
* Act as a key point of contact for all staff and key stakeholders, developing and maintaining good working relationships, and owning and resolving any issues
* To record and report all safety matters, taking action when appropriate to ensure the continued safety of the building occupants

**Main Responsibilities**

* Inspect facilities periodically to determine problems and necessary maintenance
* Prepare weekly maintenance schedules and organise associated works
  + onboarding and building sound working partnerships with key suppliers to keep the facility operational at all times.
* Ensuring compliance and the highest standards in respect of all estates related statutory legislation, standards, and guidelines including COSHH, Pressure Systems, Refrigerant Controls, Legionella, Asbestos etc.
* Undertake such duties as may be required in terms of the Risk Management & Sustainability and Health and Safety legislation.
  + Appropriate records should be taken of all site visits and works undertaken. Health and Safety matters and a daily events diary shall be kept.
* Contribute to the development of the maintenance budget and ensure compliance is accounted for. Monitor inventory of materials and equipment
* Participate in co-ordination of projects (e.g. renovations) Ensure adherence to quality standards and building regulations
* To complete room sets-ups and equipment/sample/artefact moves as required.
* To provide reception, concierge and security operations in a public-facing role when needed.
* To undertake regular security and safety patrols and fire checks, covering any out of hours call outs.
  + To be an integral, front-line, first responder to a variety of incidents, including security alarm activations, fire alarm activations, first aid calls and emergency response calls.
* To undertake training and instruction as necessary to ensure up to date knowledge of maintenance and safety regulations.

**Skills, Experience & Attributes**

We think this roles suits those with the following skills, experience, and attributes.

* Experience of working across a mixture of property types including offices, laboratories, warehouses, and a broad knowledge of the associated building mechanical and electrical systems is advantageous.
* A good understanding of FM’s role within Sustainability – monitoring, measuring, and reporting on all aspects of waste management, energy efficiency etc
* Knowledge and commitment to health and safety Code of Practice and associated legal requirements
* Understand of budgeting and performance management
* Understanding and experience of applying Health and Safety considerations in work.
* Able and experienced in leading and working as part of a team.
* Ability to deal with concurrent tasks and to prioritise and deal with difficult situations, responding flexibly, whilst while meeting demanding deadlines, working under pressure and in emergency situations. Proactive and quick to respond to requests
* Professional approach to customer service and excellent communication skills
* A commitment to recognising, valuing, and celebrating diversity and to proactively advancing equality and inclusive practices.

You play an important role in implementing the company’s vision and values, contributing to the management and suitability of our estates, offices, and temporary sites. This requires you to be able to preparation and develop work plans, budgets, be able to estimate resource requirements, develop work programmes and schedules, leading and directing teams, using initiative to assess appropriate task allocations, and monitor work plans.

You ensure that the values, behaviours, and expectations of the company are articulated and clear within your team and areas of responsibility amongst your peers you promote collaborative working being sensitive to the concerns, aspirations, and circumstances of others.

**Anticipated Individual outcomes and development opportunities.**

Successful performance of this role requires team working and engagement with all parts of the company, regardless of team or region. You will contribute towards an established and successful team and the role will give you the opportunity to develop your leadership skills and style, enhanced by your professional skills and experience.

This role will give opportunity to challenge your knowledge and stretch your capabilities, experience and understanding, helping to deliver improvements in the business. it is a job that people aspire to do, and this role will deliver growth and development of ‘soft skills’ such as the ability to communicate without prejudice, to influence, to motivate, to inspire and to lead.

You will also ensure that sustainability is embedded into the everyday and be a strong advocate for its implementation.

This is an opportunity to express the full range of our core values in a unique way. We are a people-centred organisation,

Overall, the role gives incredible scope for development and progression within an evolving organisation that values collaboration and innovation.

**Training needs:**

Training will be provided by the Wessex Archaeology to ensure that the post holder remains up to date in the following areas:

* Manual Handling
* First Aid training
* Health & Safety training
* Fire, safety and security responsibilities
* Risk assessment
* COSHH auditing
* Use of WA specific management systems such as US, Teams, and The Hub

**Anticipated organisational outcomes**

* Delivers resilience to the business through well managed and maintained estates, ensuring that our buildings and facilities are people centred.
* Reinforces collaborative behaviour in core activities by interacting with all parts of the business, ensuring that individual and team needs are met in a sustainable and suitable manner.