



## Marie Curie Job Description

Job title	Facilities Manager
Department	Support Services
Location	Marie Curie Hospice, <b>Edinburgh</b>
Reports to	Hospice Manager
Accountable to	Divisional General Manager, <b>Caring Services</b>

### Job Purpose/Summary

To provide a catering, housekeeping, maintenance, small capital projects & administration service to all patients, employees, volunteers and visitors to the Hospice. As a member of the Hospice Senior Management Team you will also manage and contribute to the strategic development of all non clinical services .

### Key relationships

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### Accountabilities (Duties & Responsibilities)

- Provision of day-to-day operational management of the catering, housekeeping, maintenance, small capital projects and administration functions within the Hospice, working within the allocated budgets.
- Development of the hospice facilities functions in order to modernise roles and achieve accredited quality standards.
- Leading the Hospice Business Continuity Planning process and the Risk Management programme:-with key responsibility for Incident Reporting systems and supporting clinical staff in the development of clinical risk assessment.
- Ensuring the Hospice Risk Register is maintained and updated.
- Ensure safe systems of work are implemented and all relevant legislation and codes of practice in respect of hygiene, fire, health and safety etc. are implemented and maintained
- Ensure Hospice Health & Safety inspections are properly co-ordinated and that all Health & Safety issues are appropriately addressed. To also ensure staff awareness and compliance with Marie Curie Health & Safety Policies and procedures.
- Contribute to the development and delivery of the Hospice's Clinical Governance Strategy
- To manage the recruitment, induction and training of all non clinical staff, ensuring that ongoing personal development and education needs are identified and met through the charity PPRD process
- Plan, manage and deliver the Hospice Mandatory/Induction Training Programme to clinical, non clinical and volunteer staff.

- Support the Hospice Education and Training Programme by planning and delivering multi professional management learning programmes as appropriate.
- Provide one to one mentorship for NVQ candidates in clinical and non clinical services as required
- Leading the strategic direction for non clinical services, contributing to the Hospice planning and budgeting process.
- Leading the review of working practices and development of all staff within the non clinical services, ensuring a quality service throughout the hospice.
- Ensure that relevant policies and procedures are developed and implemented and that staff are aware of these and work in accordance with them.
- Manage the budget for estate and capital expenditure. Lead the planning and delivery of small capital projects , and procurement of equipment over £1,000.
- Plan, coordinate and manage all of the non clinical services operational budgets. Coordinate and manage all of the clinical and non clinical hospice invoicing activities and the hospice petty cash expenditure.
- Work with the Hospice Fundraising team to plan and deliver volunteer led fundraising initiatives, providing support for both Fundraising Events and Hospice PR when required.
- Liase with the Head Office facilities team to ensure national standards are set and attained
- Liase with the Head Office team to implement any national strategies, directives or contracts

## **General**

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all information governance, privacy and security policies, standards, guidelines and procedures; practise and promote secure behaviours.
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.**



## Marie Curie Person Specification

Job title: Facilities Manager

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> <li>- Able to communicate well.</li> <li>- Well developed planning &amp; organisational skills.</li> <li>- Good analytical skills.</li> <li>- Good report writing skills.</li> <li>- Ability to identify and resolve problems.</li> <li>- Good interpersonal skills.</li> </ul>		Application/Interview
Knowledge	<ul style="list-style-type: none"> <li>- Knowledge of Health &amp; Safety, Food Hygiene and Assured Safe Catering</li> <li>- Knowledge of building maintenance and M&amp;E installations</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of Risk management systems.</li> </ul>	Application/Interview
Qualifications, training and education	<ul style="list-style-type: none"> <li>- Health &amp; Safety Qualification to Certificate Level.</li> <li>- Degree or diploma in Hospitality Services or Administration management</li> </ul>	<ul style="list-style-type: none"> <li>- Management qualifications</li> </ul>	Application
Experience	<ul style="list-style-type: none"> <li>- Substantial experience at a senior level in facilities management or administration including building maintenance and M&amp;E installations.</li> <li>- Experience of maintenance contract management</li> <li>- Considerable experience as a Health &amp; Safety Officer.</li> <li>- Experience of Training &amp; Development.</li> <li>- Substantial experience of managing staff, including performance management, timetables and rostering.</li> <li>- Experience of managing budgets</li> </ul>	<ul style="list-style-type: none"> <li>- Previous experience at a senior level in a healthcare environment.</li> </ul>	Application/Interview
Other requirements	<ul style="list-style-type: none"> <li>- Self starter - able to work on own initiative</li> <li>- Effective time manager.</li> </ul>		Interview

**Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities**



## Marie Curie Terms & Conditions

Job title	Facilities Manager
Salary scale	MCJES Grade E
Annual leave entitlement	25 days plus 10 bank holidays
Notice period	Three Months (after first 6 months of service)
Working hours	35 hours per week
Disclosure Check	PVG for Scotland

### **Other benefits**

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems