Job Description

Job Title: Facilities and Health and Safety Manager

Reports to: Head of People Services

Salary Scale: NJC Scale Point 22-26, (£29,439 - £32,909) pro rata

Hours: 30 hours per week

Location: Hybrid Role with Flexible Office Base

Tenure: Permanent

Allowances: Travel Expenses will be paid according to Early Years – the organisation for young children rates and guidance.

1. Job Purpose

To promote and develop high quality, evidence-informed early childhood services for young children, their families, and communities, working to ensure:

- Children are strong, competent, and visible in their communities.
- Children are physically and emotionally healthy.
- Children are eager and able to learn.
- Children are respectful of difference.
- Children grow up in a peaceful, prosperous, and shared region.

Guided by our values:

- Childhood - in its own right
- Listening to children – and those who care for them
- A strong voice for children
- Play, fun and creativity
- Parents as first educators
- Participation of children and families
- Community involvement and development
- Partnership
- Inclusion and diversity
- Excellence and evidence-based innovation
- Effective stewardship and governance
- A professional, committed and recognised workforce
- Valuing staff, members and their commitment

Working ethically is intrinsic in all that we do:

“We should endeavour to work fairly, with honesty and transparency; everything we do has to stand the test of public scrutiny. We should be caring and responsible for our actions, show respect for our colleagues, and always work for the benefit of the communities we serve, spaces we inhabit and culture we create.”
The **Facilities and Health and Safety Manager** will have responsibility for the security, maintenance, and services of work facilities to ensure they meet the needs of the organisation and its employees, taking a lead role in Health and Safety within Early Years and for ensuring the effective delivery of office and facilities management.

2. **Key Tasks**

**Health and Safety**

- Undertake training to develop up-to-date awareness of Health and Safety law and practice.

- Lead Health and Safety across the Organisation and in a range of Employee and Member Forums.

- Development of Health and Safety policy, which will ensure the continued safety and health of employees, volunteers and visitors.

- Advise Managers across Early Years in key areas of Health and Safety, including identifying hazards, conducting risk assessments and taking steps to reduce risks, advising on key regulations relating to the health and safety of employees, volunteers and visitors.

- Maintain and develop adequate and appropriate systems to monitor the day-to-day implementation of Early Year’s Health and Safety policy.

- Maintain and develop procedures for the reporting, investigating, recording and analysis of accidents and incidents.

- Explore, advise and deliver Health and Safety training as required.

- Liaise with the Health and Safety Executive for Northern Ireland and other relevant statutory bodies as necessary.

**Facilities Management**

- Contract management to include review and negotiation of contracts to ensure cost effective appropriate services across the organisation.

- Annual Review and maintenance of the Early Year’s Insurance Policy including employer and public liability insurance.

- Support the annual review and maintenance of the Surestart Insurance Policy.

- Support the annual review of the Insurance Policies for the daycares in Newry and Fermanagh Centres.

- Support the annual review of the Membership Insurance Scheme.

- Take a lead role in relation to facilities across the organisation.

- Advise Managers across Early Years on facilities related matters, including costs, insurance, managing the maintenance of buildings and repairs.
• Support with planning for future development in line with strategic business objectives.

• Take a lead role in Environmental matters across the organisation, driving forward Early Year's Green Agenda.

**Facilities in Early Years Headquarters and Newry Children and Families Centre**

• Key contact for management of sub leases at HQ and Newry Centre.

• Ensure the management of telephone calls via the by-phone system.

• Coordinate and maintain general office housekeeping, to identify any maintenance, repair or Health & Safety related work required.

• Annual review and audit of suppliers and services provided within HQ and Newry Centre.

• Maintain up-to-date records of all Facilities contracts, agreements and SLAs.

• Supervision of third party maintenance contractors when on site.

• Ensure the delivery of an effective cleaning and housekeeping service.

• Ensure the effective general maintenance of Early Years Headquarters and Newry Early Years Centre, liaising with contractors as appropriate.

• Ensure the effective security of Early Years Headquarters and Newry Early Years Centre, liaising with alarm and security contractors as appropriate.

**Staff Management**

• Play a role as a member of the Early Years Middle Management Team to ensure a co-ordinated approach to the delivery of services.

• Work with the Corporate Services Team to ensure compliance with all organisational processes, eg IT, Human Resources and Finance.

**Other**

• Represent Early Years as appropriate.

• Be committed to own and employees’ personal development and growth.

• Provide the appropriate service and to treat all stakeholders in a courteous and respectful manner.

• Demonstrate commitment to Early Years by regular attendance and the efficient completion of tasks allocated.

• To adhere to Early Years values and behaviours in all aspects of employment.
• Adhere to Early Years Equal Opportunities Policy throughout the course of employment.

• Adhere to Early Year’s Confidentiality Policy.

• Maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of Early Years.

• Carry out any other duties falling reasonably within the competence and capability of the post holder.

This job description is neither restrictive nor definitive. It is important to note that the responsibilities may change to meet the evolving needs of the services that Early Years provides.