

Role Profile

"Creating a better future for our farming members."

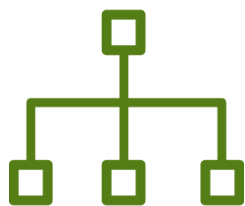
Job title	Facilities Services Handyperson
Reports to	Health and Safety Manager
Department	Compliance (Property team)
Location	Stoneleigh
Grade	1

Main purpose of the job



- To act as first response for any maintenance issues that arise, dealing with all requests in a safe, professional and courteous manner in line with statutory obligations and NFU procedures.
- Contribute to and facilitate the daily smooth running of HQ buildings, ensuring the interior and exterior buildings and site are kept safe, clean and tidy at all times. Carry out a series of daily and weekly actions, checks and reporting of the building and site.
- Observe and comply with all statutory and NFU Fire and Health and Safety Regulations and procedures.
- Day-to-day supervision of the both cleaning team, and the security team, ensuring they are aware of any special instructions.
- Supervision of contractors as required as part of the Facilities team, ensuring compliance with NFU Control of Contractors procedure and standards maintained in line with NFU requirements.
- Ensuring reception and security team are notified in advance of contractors commencing work on site.
- Carry out planned and reactive minor maintenance tasks and repairs in and around NFU HQ buildings, commensurate with skill and ability, and record in a defects log.
- Adhere to the NFU Control of Contractors procedure, assisting with the co-ordination of contractors, and ensuring best value for services.
- Maintain appropriate levels of consumable items.
- Liaise with Catering Manager and place orders as and when necessary.
- Assist Reception team in distribution of post and deliveries, including fruit, as required.
- Provide a professional and efficient service to all requests for assistance, prioritising requests as appropriate.
- Play an active role in reducing environmental impact of waste through correct disposal of all waste items, including reusing and recycling wherever possible.

Reporting lines



- Daily supervision of contractors as and when directed by line manager.
- Responsibility for property related statutory testing.
- Liaise with line manager and Reception on tasks to be completed.

Responsibilities

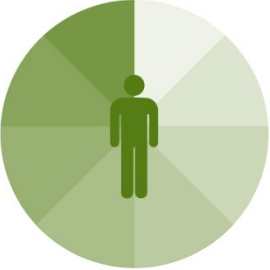


- Carry out basic property related statutory testing, and a programme of PAT testing. Maintain accurate records of tasks completed.
- Ensure specialist property related statutory testing is being undertaken by contractors, as well as planned preventative maintenance tasks, escalating issues as necessary.
- Facilitate meetings and events through arranging appropriate layout of meeting rooms and ensure equipment is in place and working before and after the meeting / event.
- Ensure that the property and surrounding grounds are maintained in line with NFU standards. Attend to emergency situations and make areas safe by carrying out emergency repairs and cleaning tasks as required.
- Assist with relocations of office furniture in a safe manner.
- Adhere to appropriate NFU Health and Safety policies.
- Ensure that appropriate risk assessments and method statements are received from contractors prior to any works commencing, consulting with the Health and Safety Manager.
- Assist in the review of any completed building works.
- All duties will be carried out in line with statutory adherence to health and safety legislation and NFU requirements
- This job description will develop to meet the needs of the NFU and any reasonably requested additional duties will be commensurate with the post holder's grade.
- Attend training courses as required to keep up-to-date with legislation and NFU policy and procedures.
- This role is based at HQ, Stoneleigh though the post-holder may be required to travel to the properties across the portfolio from time to time as may be required
- The postholder may be required to attend the NFQ properties out of hours to attend to security call outs as required.

Person Specifications

	Essential Skills/Attributes
	<ul style="list-style-type: none"> • Previous Facilities experience. • Practical experience and competence in general property maintenance. • Attention to detail. • Good knowledge of the mechanical systems which run and operate a property. • Knowledge of basic Health and Safety legislation, including risk assessments and method statements. • Ability to understand requirements. • Must be friendly and approachable. • Must be a good team worker. • Trustworthy, motivated. • Good communication skills • Good practical skills. • Good IT skills. • An understanding of Microsoft Office (Word, Outlook, Excel) or similar packages. • Ability to assess issues and break them down to solvable parts. • Remain calm and ordered under pressure. • Reviewing quotes for basic 'reasonableness'. • Ability to track and maintain data such as contractor's insurance certificates and method statements. • The need to be self-motivated. • Some flexibility required, e.g. occasional extra hours during evenings and weekends and travel may be required. • Must live within 40 miles of the post location, due to potential call outs. • Full current driving licence
	Desirable Skills/Attributes
	<ul style="list-style-type: none"> • Prior experience of dealing with contractors. • Experience of prioritising a diverse workload. • Previous responsibility for managing contractors. • Ability to work quickly and effectively.

Competencies

	Core Competencies	<p>Understanding the NFU</p> <p>Working Together</p> <p>Personal Accountability</p> <p>Communication</p>	<p>1 – Applying</p> <p>2 – Supporting</p> <p>2 – Supporting</p> <p>2 – Supporting</p>
	Functional Competencies	<p>Commercial Acumen</p> <p>Technical Expertise</p> <p>Analysing and Problems Solving</p> <p>Planning and Organising</p>	<p>2 - Supporting</p> <p>3 – Managing</p> <p>2 – Supporting</p> <p>1 – Applying</p>