

Job Description

Job Title	Biocampus Estate Manager
Job Holder	
Reports To	Head of Engineering
Location	Billingham
Date	January 2020
Grade	33

Job Purpose

To manage the built environment of the Billingham biocampus. To define, develop and agree specifications and service levels by consulting building occupants, benchmarking standards and engaging the site senior leadership team.

Dimensions

Scope	Offices, conferencing, training and catering installations across the Billingham site and satellite offices
Management of Asset Value	£50 million
Annual Facilities Budget	>£1.7M
Project Value	£10K -£500K
No of staff reporting to individual	No direct reports Multiple indirect third party agents
Forward work plan	Up to six months and budget for 12 months

Principal Accountabilities

- 1 Consult with FDBK staff about site facilities and amenities to define and direct the work of the contract Facilities Management partner. The job holder needs to plan, organise and implement maintenance and improvement works, minimising disruption to staff so that the intended benefits (both hard and soft) are realised within agreed budgets.
- 2 Oversee the outsourced Facilities Management contract for the buildings and infrastructure on Billingham and satellite sites. Work with the Facilities Management contractor to deliver the optimum service and track performance against the established service level agreement and gain sharing mechanisms.
- 3 Assist the capital projects team in providing major new buildings or improving existing facilities at FDBK. Define and submit the capital plan for the built environment on the Billingham campus. Ensure effective handover of new build information to the Facilities Management contractor.
- 4 Manage the safe system of work for maintenance and improvement activity within non-process areas. Issue necessary permits to work and perform EHS auditing within buildings.
- 5 Monitor utility consumption, providing data for finance, EHS and sustainability initiatives. Develop and deliver a plan for improving FDB's environmental impact from the non-process installations on site.
- 6 Develop and publish metrics for physical asset performance and staff feedback and satisfaction on their working environment. Ensure that the facilities operate to the best of their ability and that the staff in those buildings rate the working environment highly.

Competencies:

Level: Manager/Team leader

Assessed: Relationship Building, Customer Focus, Planning, Analytical Thinking



Special Features –

The Billingham site is at a crucial stage in its development. A significant new investment will double the existing footprint by 2021 and enable the decommissioning of older facilities and amenities. This is a perfect opportunity to make a step change in our ways of working. Existing challenges within the older building stock are understood and the post holder must be able to adapt their expectations and ways of working according to the diverse nature of both the workforce and buildings housing them.

A third party facilities management contractor is already in place at the FBD Billingham site. Routine hard and soft facilities services will continue to be delivered through this partnership. The post holder will develop a detailed knowledge of the site, infrastructure, service levels and boundaries with the GMP manufacturing installations. The post holder will work closely with the Facilities Management partner to actively develop and improve the site’s built environment, setting appropriate budgets to do so.

The post holder needs to have (or gain) a significant level of experience in operations at Billingham and be an approved Permit to Work issuer.

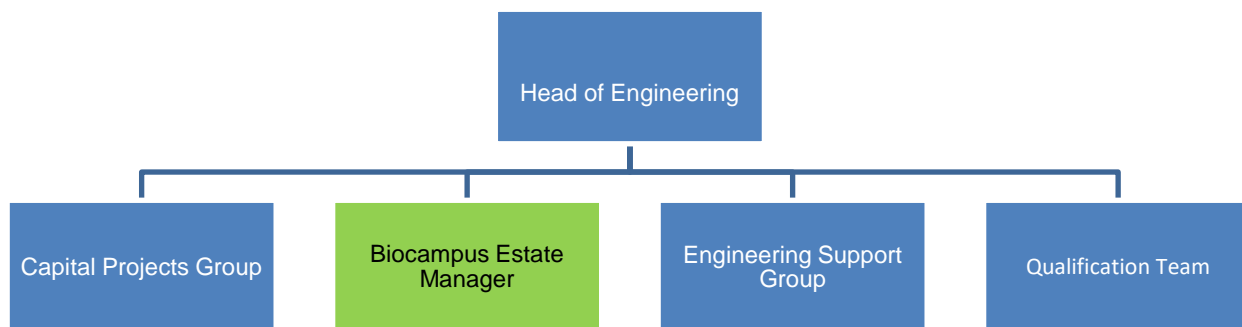
The post holder must be capable of effectively communicating with all staff and managing both staff and contractors working on building projects and maintenance using the site’s quality standards. The improvements required are often perception based, so good rapport is essential.

The post holder must be able to have strong influencing skill to enable staff to work well in their working space. This will involve solving issues for them as well as enforcing building usage guidelines.

The post holder must be self-motivated and is required to plan safety and time effectively to meet the best compromises on building environment, timescale and costs.

The post holder needs to maintain and improve on building environment standards that first have to be agreed by others.

Organisation Chart



Signatures

Job Holder: Date:

Manager: Date: