

Blackstone Chambers: Facilities Manager - November 2019

Contract terms

- Core working hours for this role are 9am - 6pm with 1 hour for lunch. Occasional overtime (unpaid) may be required.
- Annual salary £45,000 pa
- Three month's notice upon completion of a three month probation period (during which the candidate will be on two week's notice)
- 25 days holiday per calendar year; limit of one week's holiday permissible during legal term time; holidays not to be taken concurrently with the print and post room manager
- Interest free season ticket loan available after completion of three month probation period
- BUPA cover and private doctor service available on completion of probation period
- Other staff benefits including income protection, critical illness and death in service benefits

Equal opportunity employer

Blackstone Chambers strives to be an equal opportunities employer and is committed to diversity amongst its members and staff. We encourage and welcome applications from women, people of minority ethnic origin and people with disabilities as well as candidates from other groups which are underrepresented in the legal sector.

Overview of the role

Blackstone Chambers is a leading set of barristers Chambers, operating in the civil law arena with (currently) 108 barrister members and 33 staff members.

Applications are sought for the role of Facilities Manager. The role is varied and the successful candidate will work closely with the print and post room team, the finance manager and the administration manager. Previous experience of working in a similar role in a barristers' chambers may be an advantage. Any job offer is subject to satisfactory references and Chambers reserves the right to carry out a DBS check.

The facilities manager role is designed to ensure that Blackstone Chambers office runs smoothly and premises and buildings related issues do not impose on or interrupt unnecessarily the working environment for barristers and staff.

Person specification

The successful candidate will be approachable, well presented and have very good communication, organisational and facilities/office management skills. The successful candidate will have considerable experience of facilities within ideally a barristers

chambers or a law firm. The role requires a calm and proactive approach. A willingness to adapt and learn is essential.

The supportive and friendly working environment will interest a candidate who is confident and has the level of organisational and time management skills required to enable prioritising of many and varied tasks. Skills will include a good working knowledge of contract scope and the effective use of IT systems as required to carry out the role.

The successful candidate will be able to demonstrate, including through appropriate and relevant experience, that they can meet the following requirements:

- ability to work in a busy environment: essential
- ability to work efficiently in a team: essential
- ability to prioritise and undertake a number of tasks: essential
- ability to review 3rd party supplier tender processes and contract management: essential
- demonstrate attention to detail and accuracy in handling and review of financial data and budget planning: essential
- plan for and manage office refurbishments, renovations and office moves including space planning: essential
- demonstrate full appreciation of issues of confidentiality in handling personnel and financially sensitive data: essential
- commitment to quality service to clients, members of chambers and staff: essential
- good people handling skills and telephone manner: essential
- smart presentation and appearance (no visible tattoos or piercings): essential (dress code: business attire)
- IT literate: essential: a strong working knowledge of MS Word and Excel is required. If not already proficient, training will be provided for use of bespoke accounting packages including Sage Line 50 and barrister accounting software (LEX).
- commitment to equal opportunities: essential

Reports to: Chambers Director

Full job specification

A copy of the full job specification for this role is available from the Blackstone Chambers website www.blackstonechambers.com/recruitment

Facilities Manager – job specification November 2019

Key aspects include:

Buildings and facilities related management.

- To take responsibility for management of Buildings and buildings repairs and maintenance
- Provide facilities liaison between the Middle Temple Estates Office (as landlords' facilities provider) and Blackstone Chambers to ensure effective management of supplies and support services which are the landlords' responsibility
- Provide liaison with other 3rd party landlords as above
- Track building upkeep together with anticipated short and long term improvements and maintenance, planning developments in line with business requirements and objective; reporting on developments on a three monthly basis
- Plan for and manage business refurbishments, renovations and office moves as they arise, including space planning as required
- Maintain full O & M records for all office accommodation
- Negotiate utilities provision (gas, water, electricity, plus TV and music licences) to ensure full maintenance of supply and maintain necessary annual licences
- Negotiate and maintain contracts for provision of office equipment (including print and copier services),
- Oversee purchase and reporting lines from print/post department on a monthly basis, checking purchasing
- Create and maintain full asset registers of office equipment and ensure end of life planning for equipment
- Budget for and manage third-party suppliers in provision of facilities services, including full record keeping of third-party suppliers
- Conduct procurement and contract management, including preparation of tender documents
- Regularly calculate and compare costs for required goods or services to achieve maximum value and conduct a rolling review of 3rd party service areas within Chambers
- Negotiate and facilitate contracts for purchase of office equipment and furniture, either for Blackstone Chambers or for individual barristers as requested
- Negotiate and facilitate contracts for DX and courier services and for taxi services
- Conduct annual insurance review for all buildings fixtures & fittings (including fine art) and facilities related insurance cover in conjunction with finance manager
- Take responsibility for production and maintenance of disaster recovery records and manuals in conjunction with IT department; ensure regular reviews are conducted of DR procedures

- Maintain full records for rating and rental reviews in conjunction with finance manager
- Conduct full annual costs review and participate in annual budget planning.

Staff

- Manage facilities team (print and post room), overseeing through monthly reporting of off site storage and archiving of papers and records; monthly checking of copier usage and costs trends; monthly reports of supplies ordering; monthly reports of small item maintenance and electrical checks
- Ensuring that full records are maintained for the purposes of re-charging to members of chambers where necessary
- Ordering of protective clothing, shoes and uniforms for back of house staff and , if required, any other items of uniform or protective clothing

Security

- Managing security for Chambers premises and being the primary point of contact for emergency calls out of hours; out of hours call out to be shared on a general rota with Print/Postroom manager and staff
- Ensure provision of full security cover, both through lock up services, security patrols, electronic alarm cover and emergency back up
- Reviewing and negotiating security and lock up contracts
- Ensure provision of full access control systems (to be managed on a daily basis by print /post) and internal CCTV (to be managed on a daily basis by Helpdesk team) with overall monitoring of services to ensure no break in service
- Access control cards to be administered on daily basis by Print/post room manager with oversight and responsibility for system security with the Facilities manager
- Procure and ensure effective management of visitor booking system
- Maintain full records of all 3rd party contractors or staff members with access to chambers, including checking of DBS, work permits and other requirements of 3rd party contracted staff (including regular reviews of anti-slavery and human trafficking policies, and promoting good practice for Blackstone Chambers)
- Conduct reviews of security recordings as required (and institute proper system of deletion of records once time expired)
- Liaise with external security including government agencies and related security checks, implementing necessary security upgrades to meet requirements
- Overseeing of weekend and out of hours access by 3rd party contractors/suppliers to Blackstone House and associated premises
- Participate in incident management and understand the local Business continuity Plan
- Liaise with administration manager in production of properly GDPR compliant office procedures

Cleaning & gardening services:

- Manage cleaning & window cleaning, waste disposal and recycling within the business through provision by 3rd parties of contract services (to include negotiation and re-tendering of all contracts for these services)
- Managing gardening services, including provision and maintenance of watering systems
- Ensure regular environmental impact audits carried out – at least 2 times per annum
- Aim to ensure the business operates with the smallest environmental footprint possible by assessing impact audits and monitoring recording and dealing with problems of operational performance to ensure improvement and sustainability

Health & Safety

- Act as key point of contact for health and safety in Chambers including risk assessment and compliance with current legislation, maintaining a good working knowledge of relevant Health & Safety legislation
- Responding to emergencies or urgent issues as they arise;
- Carry out regular Health & Safety and risk assessment inspections, audits and housekeeping tours, ensuring evaluation of findings recorded and consequent actions monitored and reviewed regularly
- Be a first point of contact for facilities related enquiries from barristers and staff maintaining regular contact with all building occupants
- Undertake accident investigations, completing necessary reports and implementing subsequent action plans
- Assess and improve OH & S (occupational health and safety) performance, preventing injury and ill-health and develop integration of worker wellness/wellbeing into Chambers' business, including arrangement and regular monitoring of work place assessments
- Facilitate, keep and review records for date all staff training for relevant health and safety training to ensure all training is up to date; arrange for training of new staff members as necessary
- Ensure properly adequate first aid equipment and medical provision are maintained through Chambers' premises
- Negotiate contracts for provision and maintenance of fire safety and first aid equipment and maintain full records
- Maintain full records/registers of assessments and training