# Terms of Reference: Assistant Facilities Manager

**Location:** David Attenborough Building, Pembroke Street, Cambridge

**Salary:** £18,000 – £21,000

**Hours:** 37.5 h / week with flexible working hours. Preferred hours: 10:00 – 18:00 with 30-minute break.

**Reports to:** Facilities Manager

**Duration:** 2 year fixed term contract

**Summary of role:**
- To support the Facilities Manager in order to ensure an efficiently run building. Help to troubleshoot during the day to address facilities issues relating to the building structure and fabric, cleaning issues, deliveries, meeting room set-up and AV problems.

**Key responsibilities:**
- **Day-to-day Facilities Management:** Assist the Facilities Manager to be the first point of contact on Facilities issues for all building users (CCI).
- **Monitoring support:** Support the Facilities Manager to monitor and track support contracts for cleaning, catering, photocopying and A/V maintenance etc. Ensure incidents are captured, recorded and tracked and service standards are monitored.
- **Quality checks:** Perform daily checks around the building to ensure that areas are clean and tidy and safe to work in. Pay particular attention to tea-points, Common Room and shared areas (including planters, courtyards and roof), routine health & safety maintenance checks, such as emergency lighting verification, alarm testing, door releases, fire safety checks etc.
- **Replenish supplies:** multi-function devices for printing / copying, tea-points (including delivery of milk). Work with Senior Receptionist to ensure the timely ordering of new supplies.
- **Meeting room set-up:** Provide logistical support to meeting room set-up, assisting partner staff and ensuring the safe handling, moving and storage of furniture pertinent to the shared areas.
- **Fire & First Aid:** Be a contact point for Fire and First Aid issues.
- **Deliveries and post:** work with Reception to ensure that deliveries and post are circulated promptly.
- **AV Support:** provide general AV frontline support to building users.
- **Security:** ensure doors are unlocked / locked as required by the Facilities Manager.
- **Reception duties:** cover Reception at peak times / as needs dictate.
- **Events:** Support events delivered within the building by providing logistical support, identifying and monitoring recommended suppliers and providing assistance with way-finding, as appropriate.

**Skills and experience:**
- Facilities related background (at least two years)
- H&S qualification
- First Aider qualification
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<th>• Good communication skills</th>
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<td>• Commitment and enthusiasm, with the willingness to work flexibly to support events and ensure appropriate office cover.</td>
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<td>• Commitment to flexible working practices</td>
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