

JOB DESCRIPTION

JOB TITLE: **Facilities and Compliance Manager**

Accountable to: **Chief Operating Officer**

JOB SUMMARY:

The Facilities and Compliance Manager plays a central role in ensuring the Chaseley Trust operates safely, efficiently, and in full compliance with regulatory standards. This position oversees the physical environment, health and safety systems, and non-clinical governance processes that support high-quality care for residents. The role requires a blend of operational leadership, regulatory understanding, and a proactive approach to risk management.

This role sits on the Trusts senior management team. Part of this role means you will contribute to the whole home strategy for continuous development and improvement. You will take part in the SMT on call duty rota and be expected to working weekends and evenings as and when required.

Team work, collaboration and a can do attitude is required with drive and tenacity to improve the lives of our residents. To be successful you will be an excellent communicator, have experience of managing a team and be passionate about making change happen.

Key Responsibilities

Facilities Management

- Oversee the maintenance, safety, and functionality of the building, grounds, and equipment.
- Manage planned preventative maintenance schedules and ensure timely completion of repairs.
- Liaise with contractors, suppliers, and external service providers, ensuring quality and cost-effectiveness.
- Ensure the home's environment meets infection prevention and control standards.
- Monitor utilities usage and implement efficiency improvements where appropriate.
- Maintain asset registers and ensure equipment servicing is up to date.

- Maintain effective and positive working relationships with the local council and any relevant planning permission parties.

Governance & Compliance

- Ensure the home complies with all relevant legislation, including health and safety, fire safety, environmental health, COSHH and CQC requirements.
- Maintain and update policies, procedures, and risk assessments.
- Lead on internal audits and support the Registered Manager with regulatory inspections.
- Track and report compliance metrics, incidents, and action plans.
- Ensure robust data protection and information governance practices are followed.

Health, Safety & Risk Management

- Act as the home's Health & Safety Lead, ensuring a safe environment for residents, staff, and visitors.
- Conduct regular safety checks, fire drills, and emergency preparedness exercises.
- Investigate and record incidents, near misses, and environmental risks, ensuring corrective actions are implemented.
- Provide training and guidance to staff on safety protocols and governance expectations.
- Review and maintain the H&S risk register for the home.
- Support training in areas of expertise.

Leadership & Collaboration

- Work closely with the Registered Manager, Senior Management Team and clinical leads/support teams to ensure operational excellence.
- Line Manage the Head Chef, Housekeeping Lead and Maintenance Team, providing direction, support, and performance oversight to facilities, catering and housekeeping services.
- Undertake annual appraisals, regular supervisions and performance reviews in line with HR policy and procedure.
- Foster a culture of accountability, safety, and continuous improvement.
- Participate in management meetings and contribute to strategic planning.
- Attend board meetings and provide board papers

- Work closely with volunteer coordinator to build projects that volunteers can safely take part in

Administrative & Financial Responsibilities

- Manage facilities budgets, procurement, and contract negotiations.
- Maintain accurate records, logs, and compliance documentation.
- Support business continuity planning and emergency response coordination.

Person Specification – Facilities and Compliance Manager

Qualifications:

Essential

- Relevant qualification in facilities management, health and safety, or a related field or equivalent experience.
- Strong working knowledge of UK health and safety legislation.
- Evidence of continued professional development in compliance, governance, or operational management.

Desirable

- NEBOSH General Certificate or IOSH Managing Safely.
- Qualification or training in infection prevention and control.
- Project management certification (e.g., PRINCE2, APM).
- Experience or training specific to care home or healthcare environments.
- RAMS training.

Experience:

Essential

- Proven experience managing facilities, estates, or compliance functions.
- Experience leading or coordinating audits, inspections, or regulatory processes.
- Demonstrated ability to manage contractors, maintenance teams, or support staff.
- Experience developing and maintaining policies, procedures, and risk assessments.
- Strong track record of managing budgets and procurement.

Desirable

- Experience working within a nursing home, residential care, or healthcare setting.
- Experience preparing for or supporting CQC inspections.
- Experience implementing quality improvement or governance frameworks.

Knowledge & Skills:

Essential

- Strong understanding of health and safety legislation, fire safety requirements, and environmental standards.
- Ability to interpret and apply regulatory guidance (e.g., CQC, HSE).
- Excellent organisational and time-management skills.
- Strong communication skills, both written and verbal.
- Ability to analyse data, identify risks, and implement corrective actions.
- Competent in using digital systems for record-keeping, reporting, and compliance tracking.

Desirable

- Knowledge of infection control principles and safe working practices in care settings.
- Understanding of safeguarding responsibilities in a care environment.
- Familiarity with business continuity planning and emergency preparedness.

Personal Attributes:

Essential

- Proactive, solution-focused, and able to anticipate operational needs.
- Calm, composed, and reliable under pressure.
- High level of integrity, professionalism, and discretion.
- Strong leadership presence with the ability to motivate and support staff.
- Commitment to maintaining a safe, dignified, and respectful environment for residents.
- Collaborative mindset with the ability to build positive relationships across teams.
- Passion for improving the lived experience of residents.

- Innovative thinker who seeks opportunities for efficiency and improvement.
- Willingness to undertake additional training when required to perform duties efficiently and competently.

Other Requirements:

Essential

- Willingness to be on-site daily and respond to urgent issues when needed.
- Flexibility to support occasional out-of-hours work for emergencies or inspections.

Safeguarding

Chaseley Trust is committed to safeguarding and promoting the welfare of vulnerable adults, employees and volunteers. All offers of employment with the trust are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS. Please note that under the GDPR, by making your application, you are consenting to Chaseley Trust processing and retaining your personal information for the purposes of the application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Chaseley Trust to process your application any further.

Final Statement

Please note, irrespective of the post held, and at all times you are responsible for the health and safety of yourself, colleagues, Residents and visitors.

This job description will be agreed between the jobholder and the officer to whom he/she is accountable.

It is a reflection of the present position and will be subject to review and alteration in the event of any future development within the Chaseley Trust. It will be used as the basis for the determination of objectives.

This job description reflects the current main organizational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.

Please sign and return one copy to HR.



Job Holder Name: _____

Signature: _____

Date: _____