

JOB DESCRIPTION

JOB TITLE: Facilities & Governance Manager

Responsible to: Registered Manager

Accountable to: Registered Manager

JOB SUMMARY:

To manage and oversee all aspects of facilities management and ensure Organisational compliance with Health & Safety and Estates Management regulations. To implement and review robust systems and processes in order to maintain and champion a culture of safety across the Organisation.

Main Duties and Responsibilities:

- Lead on Health & Safety across the Organisation, including fire safety.
- Line manage individual Heads of Catering, Housekeeping and Maintenance.
- Undertake focused/themed periodical internal inspections.
- Implement and maintain service performance monitoring systems.
- Oversee audit completion for Catering, Housekeeping and Maintenance.
- Ensure all management reports have annual appraisal and periodic supervision.
- Build and maintain relationships with contractors, suppliers, external agencies and wider business stakeholders.
- Co-ordinate ordering requirements for all support services.
- Ensure that all relevant Health & Safety related documentation is up to date and details The Chaseley Trust commitment to a culture of safety.
- Ensure a risk assessment process is in place that incorporates all Health & Safety risks across the Organisation.
- Participate in daily Senior Management Team meetings.

General:

- To be aware of, and comply with, The Chaseley Trust policies on confidentiality and whistleblowing.
- To be aware of and comply with The Chaseley Trust policy on Safeguarding Adult Service Users at Risk.
- Promote the business of The Chaseley Trust in a professional manner ensuring that an open and welcoming approach is adopted and that good customer care is exercised at all times.
- Demonstrate a commitment to excellence within the Organisation by participation in surveys, audit, research and workshops where required.
- Attend mandatory, and other, training as agreed with your manager.
- Participate in yearly Performance & Development Reviews.



- Act as a positive role model of best practice, and uphold the values of the Chaseley Trust.
- To undertake any other reasonable duties that may be required.

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: _____

Personal Specification Governance and Compliance Manager

| | • Essential | • Desirable |
|---------------------------|--|---|
| Qualifications | <ul style="list-style-type: none"> • Relevant Health & Safety qualification (e.g. IOSH, CIEH or equivalent) | <ul style="list-style-type: none"> • NVQ Management level 5 |
| Work Experience | <ul style="list-style-type: none"> • Extensive knowledge of the Health & Safety compliance for care homes. • Management experience • Auditing experience • Knowledge of Risk Assessment. | <ul style="list-style-type: none"> • Experience of providing support to individuals with physical disabilities |
| Skills | <ul style="list-style-type: none"> • Be a natural leader • Excellent communication skills across all levels • Good organisational skills • Ability to write detailed and comprehensive reports | |
| Attitude | <ul style="list-style-type: none"> • Able to work co-operatively with service users, their relatives, colleagues and visitors. Able to understand and maintain professional boundaries. Sensitive to needs of service users • Approachable | |
| Other Requirements | <ul style="list-style-type: none"> • A level of fitness adequate to support individuals in wheelchairs and carry out moving and handling tasks • Flexibility to work shifts as and when required, including weekends | |