



UK REAL ESTATE

Experts in UK real estate investment and asset management



APAM

FACILITIES MANAGER

COMPANY: APAM Ltd

LOCATION: London

REPORTS TO: Head of Facilities Management

TYPE OF VACANCY: Permanent

TIME/PART TIME: Full Time

WHY APAM?

We have a proven track record of maximising value in all phases of the investment cycle and provide solutions across real estate investment management, asset management, property, facilities management, corporate services and development management.

APAM's work with institutions, private clients, banks, debt funds, servicers, insolvency practitioners, retailers, trustees and private equity partners gives us a unique and comprehensive market insight.

In a continually complex and changing market, the breadth and depth of our retained intellectual property enables us to provide informed forward-looking insight into real estate trends, strategies and opportunities throughout the UK.

As part of the Catella Group, we provide clients with access to best-in-class advisers across 15 countries and work as a team to provide solutions across real estate asset, investment and property management, and financing, supported by our best-in-class corporate services platform.

ABOUT THE TEAM

Our team of over 50 talented professionals uses its forensic knowledge of real estate, across the UK, to maximise value for our clients. We take pride in being an accountable business and being responsible for our decisions.

ABOUT THE ROLE

We are looking for a Facilities Manager with a passion for UK real estate to join our fast paced, dynamic and friendly team.

Whilst you will be required to travel independently around the UK visiting assets, you will play an important role in our integrated team, where Property and Facilities Management, Asset Management, Investment Management, Investor Reporting, Directors and Operations Management all work closely together.

This is a great opportunity for an individual looking to contribute to the success of a growing organisation.

KEY RESPONSIBILITIES:

This role will involve regular travel around the UK as it will be necessary to visit the assets that are being managed by APAM. Specific responsibilities include but are not limited to:

- To be responsible for the overall security arrangements of multiple commercial properties including ensuring staff are aware of the procedures on security and the use of alarm systems, that there is an appropriate system of key holding management, that periodic reviews off site security are conducted and that appropriate progress is followed through. To issue and monitor the use of security cards and keys.

- To draw up maintenance schedules and set routine programmes of work for cleaning staff, premises and grounds maintenance staff to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all school buildings and premises.
- To manage and operate systems of staffing cover
- To ensure that all statutory elements of health and safety are implied and undertaking responsibility for monitoring first aid and emergency supplies and equipment and maintaining the premises in a safe and healthy condition and to a high standard.
- To ensure the maintenance and periodic checking of fire and other safety equipment by specialist contractor. To undertake the operation and periodic checking of the fire alarm system and equipment as detailed in the Fire Safety log book. To initiate and record regular fire drills.
- To monitor the safe storage and control of any potentially harmful materials and chemicals used within the building and ensure that such materials are appropriately marked and signposted.
- To be responsible for all aspects of risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
- To be responsible for the planned and ad hoc maintenance and upkeep of the premises and equipment including the required safety checks. To liaise with contractors as required.
- To be responsible for the line management of all staff, to include participating in their recruitment and selection, identifying their training needs and drawing up their programme of work.
- To ensure appropriate staffing levels and deployment of staff
- Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences
- Use performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement
- Undertake duties within company policies and procedures and in accordance with the Quality Management System

KEY PERFORMANCE INDICATORS

- Strong interpersonal and leadership skills.
- Ability to work in a fast paced team environment.
- Ability to learn and apply concepts quickly.
- Ability to work independently.
- Strong verbal and written communication skills.
- Strong computer skills focusing on CAFM systems
- Ability to work to target driven KPI and SLA's

SPECIAL REQUIREMENTS:

- Hours of work for this role are 5 days a week 9.00 am – 6:00 pm based in APAM's London's Office - please note we currently have special arrangements in place for working safely during the coronavirus outbreak.
- Must be flexible and able to work extended hours if necessary.
- From time to time required to travel both within the UK and abroad.

KEY COMPETENCIES

Our people demonstrate the skills and behaviours that help deliver our business strategy.

We use our key competency framework to recruit and develop our team because we want to ensure our people have the ability to lead and make a real impact on the work we do.

Ownership / Doing the right thing:

- The ability to deliver concise and accurate information in written and verbal

- format in a timely manner.
- The ability to tackle issues and problems in a logical, step-by-step way, using appropriate information.

Driving Value and Financial Acumen:

- The ability to develop a clear, efficient and logical approach to ensure the delivery of business strategy supported as necessary by short term solutions.

APAM Passion / Relationships:

- The passion to support initiatives raising APAM's profile.
- A positive attitude that demonstrates pride at the workplace.

Team and Relationships:

- The ability to understand other people's behaviour and concerns.
- The enthusiasm to embrace cross team collaboration and an inclusive environment.
- The ability improve or flex your communication skills when appropriate to gain acceptance, support and commitment.

Leadership:

- The willingness and ability to lead, guide and motivate others towards a common goal.

SKILLS AND EXPERIENCE

- Minimum of 5 years experience in facilities management within the commercial real estate sector.
- Working and demonstrable knowledge of service charge budgeting.
- Proven experience in managing both hard and soft service provider contractors.
- Minimum qualification of IOSH is required, a NEBOSH qualification and/or IWFM membership would be advantageous
- Extensive experience of maintaining common area buildings, including building fabric and plant rooms.
- The ability to maintain and manage stakeholder relationships and assist in the development of key client relationships.

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