

Job Description and Person Specification

Role: Facilities Management Apprentice



Job Description

Job Title	Facilities Management Apprentice
Grade	Apprenticeship
Service	Facilities Management – Operations
Reports to	Deputy Head of Facilities Management
Location	Council House / City Wide
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

As a Facilities Management Apprentice your role will be to support and assist the Facilities Management Operations Team. This work will involve covering work within the central FM Operations Office, the Corporate Property Portfolio and the Housing Property Portfolio. You will assist with ensuring overall our management of the two key portfolios is kept at high levels of customer satisfaction, safety and condition.

Main Duties & Key Accountabilities

Core Knowledge

- Assisting with the councils CAFM system FSI for the rollout and ongoing scheduling of jobs / monitoring across both portfolios
- Assisting in the production of ID passes during periods of staff absence and operation of the central access system.
- Assisting with projects, office moves and other workstreams as directed by the Deputy Head of Facilities Management or the Facilities Manager's for Corporate and Housing respectively.
- Supporting with building compliance inspections and safety tours, ensuring that all our properties meet the required checks defined by the Health & Safety at Work Act.
- Assisting with the ongoing review and operation of contract management processes, register and permits to work.
- Assisting with stock ordering / monitoring for both the corporate and housing estates.
- Supporting the Deputy Head of Facilities Management with the planned and operational requirement for large upcoming projects such as Friargate Two and the Coventry City Cultural Gateway Building.
- Assisting with the ongoing management and review of soft FM contracts including manned guarding, washroom, window cleaning and confidential waste.
- Assisting with PEEP registers, approved parking, marshal and first aider lists including support with the new system for Friargate One
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Contractors Account Managers FM Suppliers	Deputy Head of Facilities Management Facilities Manager – Corporate Facilities Manager – Housing Wider FM Team

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

<p>Staff managed by postholder:</p> <p>None</p>

Person specification

Job Evaluation Code	
Knowledge	
An interest / understanding of property / facilities management would be advantageous, but not essential for this post as training will be provided as part of this apprenticeship.	
Skills and Abilities	
Good use of ICT Skills and the ability to use systems and processing application such as word, excel...	
Good levels of communication both orally and on paper.	
Able to work as part of a team but also individually	
Ability to understand the day-to-day operations of the service	
Literacy and numeric skills with good presentation skills	
Experience	
Overall understanding of current health & safety and facilities management would be an advantage	
Qualifications	
Not applicable	
Special Requirements	
None	

Date Created	18 th September 2023	Date Reviewed	18 th September 2023
---------------------	---------------------------------	----------------------	---------------------------------