

Building Maintenance Officer

Job Level	3	Kornferry Function	13
Directorate	Internal Services	Function/Service	UKO Facilities / Property
Direct Reports	Nil	Indirect Reports	

Our Leadership Framework defines the leadership standards we want to see at the British Red Cross. It shows what great leadership looks like. Our goal is to create a great workplace and deliver excellent services to our users. [Our Leadership Framework - RedRoom](#), along with [Our values and behaviours - RedRoom](#) and Fundamental Principles, helps everyone understand how the leadership capabilities relate to their role and context.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness. You can read more about [Equity, Diversity & Inclusion \(EDI\) at the British Red Cross - RedRoom](#) here.

Purpose	To schedule and manage building maintenance of 44 Moorfields, a British Red Cross Operations building in City of London, ensuring a functional, compliant and safe environment for all building users. To supervise planned preventive maintenance (PPM) and reactive works, ensuring value for money while maintaining quality and compliance.		
Budgetary responsibility/ accountability	Delegated responsibility of £30,000	Accountability for other resources	Other London-based Operational properties
Key Responsibilities	<p>Managing hard services maintenance</p> <ul style="list-style-type: none"> • Arrange and manage the planned preventive maintenance (PPM) planner, by scheduling and overseeing service visits; ensuring visits are attended and reports received. • Manage the building's reactive maintenance by identifying, reporting & assessing issues and implementing repairs. • Oversee remedial planned preventive maintenance (PPM) works by reviewing reports and quotations and surveying, tendering, project managing, and supervising contractor works. • To act as a first response to maintenance issues in the building; by assessing, isolating, making-safe issues, and conducting necessary remedial works. • Undertake practical general maintenance repairs and works (e.g. plumbing, decorations, fixtures and fittings). <p>Ensuring a compliant and safe building</p> <ul style="list-style-type: none"> • Manage the process for fire and water risk assessments, ensuring reviews are completed and actions reviewed. • Complete all regular water management and fire safety checks (checking outlet temperatures, emergency lights, fire extinguishers, fire alarm testing). • Maintain the upkeep of hard services records and reports by ensuring documentation and certification is up to date. • Complete regular building inspections and report on health and safety risks and hazards. <p>Operational Support</p> <ul style="list-style-type: none"> • Collaborate with the on-site contracted soft services team on all reactive maintenance issues and other projects. • Act as a Fire Warden and First Aider. • Act as Deputy to the Workplace Services Manager when necessary. • Administrative support to the Workplace Services Manager including administration of the desk-booking system (Matrix) and SharePoint document management. 		

	<i>The responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.</i>
Knowledge & Skills Essential *	<ul style="list-style-type: none"> Organised and self-motivated, with ability to deal with competing / changing demands* Ability to assess situations and problem solve in a calm and considered manner* Ability to make well-judged decisions in emergencies* Excellent interpersonal and communication skills* Trained in Legionella Awareness or equivalent* Trained at Foundation level in plumbing and electrical or equivalent maintenance qualification* Proficiency in using Microsoft Office 365 IOSH Managing Safely accreditation or equivalent
Experience Essential*	<ul style="list-style-type: none"> Working in a similar hard services or facilities management role* Experience of project managing and delivering small works ensuring quality and value* Experience of managing contractors to deliver works* Proven practical experience of delivering minor repairs such as plumbing, decorating and repairing fixtures and fittings* Working alongside a soft services provider Working in a multi-tenanted building Working for a not-for-profit or charity organisation
Additional requirements	<ul style="list-style-type: none"> Full-time on-site role at 44 Moorfields, London. Occasional ad-hoc weekend work

Pre Engagement Checks Highlight bold as required	
DBS- England & Wales	Adult/ Child/ Adult & Child Workforce/ None
PVG- Scotland	Adult/ Child/ Adult & Child/ None
Access NI- Northern Ireland	Vulnerable Adult/ Child/ Vulnerable Adult & Child/ None
Driver Check	Yes/ No
<u>International Roles Only</u>	
International Police Check	Yes/ No
International Driving Licence for manual cars	Yes/ No

Role Reference		Review Date	
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We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.