

## JOB DESCRIPTION – FACILITIES MANAGER

Derwent London is the largest real estate investment trust focused on the central London commercial property market. Our core strategy is to acquire and own a portfolio of central London properties that offer significant opportunities to enhance and extract value through refurbishment, regeneration and redevelopment.

Derwent London's ethos has always been distinctive and design-led. Working with a roster of the best architects, designers and engineers, we find imaginative ways to improve and extend our properties. We are delighted to win awards for high quality design: but the true test is in the way our buildings are used and that they attract great occupiers.

### **Overall Job Role**

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To join the Facilities Management team within the Property Management team. The Facilities Manager will work as part of the wider central FM team, supporting the portfolio managers and the building managers. The role will be expected to cover the full spectrum of Facilities Management, but with a specific emphasis on Fabric repairs, management of portfolio hard services contract and health and safety compliance. This role will be the responsible Duty Holder for Water Management in accordance with L8 requirements.

This role will be focussed on achieving a "best in class" approach to Property and Facilities Management resulting in compliant, efficient and optimised working environments for our clients and occupiers.

To develop industry leading standards placing an emphasis on sustainable, resilient and cost-effective services that support our innovative and industry leading buildings.

### **Core Competencies**

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- Excellent communication skills;
- Holistic knowledge and experience of facilities management;
- Thorough understanding of Health & Safety within the Property and Development sector;
- Adaptable, a good problem solver;
- Strong team player;
- Commercial acumen;
- Strong contract administration;
- Good understanding of engineering and systems within operational buildings;
- Negotiation and influencing skills;
- Understanding and awareness of sustainability and energy matters;
- Customer focused approach.

## **Key Responsibilities**

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- Monitoring statutory compliance and assisting Building Management in achieving targets set by the Health and Safety team
- Ensure building fabric is routinely surveyed and actions resulting from PPMs are implemented. Oversee and coordination fabric repair works, supporting the Building Operations Managers and referring to the project team as necessary. To ensure that all works are undertaken in accordance with Derwent London Policies and Procedures and to correct Health and Safety procedures, including CDM Regulations
- Manage and monitor performance of contractors, including tendering of works and agreeing appropriate KPIs and SLAs;
- Property Inspections for fabric, Health & Safety matters and repairs and standards
- Provide support to Building and Portfolio Management in the monitoring of programmed works to ensure they are in alignment to budget expectations and seek approvals as required.
- Support Sustainability initiatives and the company's Net Zero Carbon objectives
- Assist in developing FM policy and procedures
- Ensure compliance with Data Protection Act, including managing the Data Protection Impact Assessment register
- Provide support to Building Management and portfolio management on FM technical matters
- Contribute toward planning of property strategies

Any other duties as might be reasonably required.

## **Reporting to**

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Head of Property Management