**Job Description**

**Role title:**  **Facilities Co-ordinator**

**Reports to:**  **Facilities Lead**

**Sector:** **Group Services**

**Division:** **HSEQ**

**Purpose / Scope of role**

APEM Group is leading global environment consultancy providing expert advice to clients in a wide range of industries including renewables, water, infrastructure, marine and ports, transport, construction and development.

Our Group Services Sector encompasses the support teams within APEM Group including People, Finance, IT, Client Engagement, Mergers & Acquisitions, HSEQ, Legal and Facilities. With more than 20 offices globally, our Facilities and Office Management Support team are part of a network of roles providing first class office and facilities support to consultants and managers, ensuring things operate smoothly so that our scientists can take the APEM way to the world, allowing them to achieve environmental and social outcomes that matter.

As Office Co-ordinator you will play a critical role in supporting the Facilities Manager and Facilities Lead in ensuring our property portfolio in country is maintained and managed to an appropriate legal, regulatory and safety standard. Alongside providing essential support to the business in terms of ordering activity for safety items, essential stocks, for new starters, training courses and some travel and accommodation support

The role will be based in one office but will be responsible for a number of properties plus cover for colleagues in other geographical areas as required. The role is office based with opportunity for occasional home working. You will need to be available to travel to other offices and storage facilities across either the UK or Ireland in order to audit and ensure compliance at APEM Group locations alongside the management of Office Co-ordinators and to liaise with key stakeholders.

**What success looks like in this role**

As a front facing support role, you will have the opportunity to work across business sectors providing key central services that support day to day operations in a successful, global organisation. The role is facilitated by an embedded help desk system (Zendesk) as well as a wider team structure and offers many opportunities to hone skillsets and share learnings with others.

**Key Responsibilities**

Property/Facilities:

* + Ensure that the properties that your are responsible for are consistently maintained and managed to a high standard
  + Ensure that regular H&S checks are undertaken at each office including updating noticeboards and ensuring sufficient numbers of trained Fire Wardens and First Aiders
  + Support the Facilities Manager and Facilities Lead with the management of local site services and suppliers, including making arrangements for maintenance of equipment and systems and support on office moves and refurbishments
  + Support the Facilities Manager and Facilities Lead with regular checks such as H&S, Legionella and annual checks such as FRAs
  + Support the Facilities Manager and Facilities Lead with energy management and reporting for ESG initiatives
  + Ensure adequate and appropriate office and kitchen supplies are ordered and maintained
  + Oversee the schedule for cleaning to ensure appropriate hours, H&S and COSHH
  + Monitor and manage waste disposal and recycling
  + Coordinate office and parking space allocation when required
  + Contribute to the development of the local Business Continuity plan
* To support management and maintenance of vehicles (MOTs, Servicing)
  + Maintain an accurate asset register where required

Support to the business

* + Provide a professional front facing service to clients, visitors and facility users
  + Promote the use of Zendesk for all requests
  + Responsible for all incoming and outgoing post, including courier services
  + Support for business requirements and purchasing requests including : PPE, DSE, Equipment and Car Hire
  + Support to IT and People teams for new starters and leavers
  + Management of internal and external emergency contact details including alarm monitoring and other supplier details
  + Collaboration with stores teamon management of assets such as Fleet
  + Contribution and management of any asset management systems
  + Responsible for organising training course bookings in liaison with the People team
  + Understanding of DOA and agreed procedures and approvals

HSEQ responsibilities:

* Familiarity with APEM’s IMS system and be the point of contact between, the site and the HSEQ team to ensure compliance with Company Policies and processes.
* Familiarity of all contractors and suppliers in use and where to find information on these
* Representation on consultation groups i.e. Environmental Committee.

Finance

* + To ensure Delegation of Authority is adhered to for any purchasing or transactions
  + To undertake appropriate submissions for company credit cards
  + To log and ensure Petty cash is maintained
  + Any other financial administration required

Other

* To carry out any additional activities that may be reasonably required or requested.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* + - Proven experience as a senior administrator and/or within an FM role.
    - Excellent verbal and written communication skills
    - Strong competency in use of MS applications such as Teams, Outlook and MS Office
    - Experience of Help Desk software and/or service desk environments
    - Ability to work independently with initiative and as part of a team
    - Good understanding and awareness of H&S
    - Current driving licence
    - Ability to build and maintain good rapport with stakeholders

**Desirable**

* + - H&S training and experience (ie: First Aid, Fire Marshal, accident reporting)
    - Experience of Quality Management Systems (policies, procedures etc)
    - Good organisational and planning skills in a fast-paced environment
    - Report Writing experience

**Our Values**

Our most important assets are our people who work here. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People - We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**