



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Facilities Coordinator

Institute for Transport Studies (ITS), Faculty of Environment



Salary: Grade 5 (£25,742 – £29,605 p.a. depending on experience)

Reporting to: Resources Manager

Reference: ENVTR1194

Location: Main University of Leeds campus

We are open to discussing flexible working arrangements

Overview of the role

Are you passionate about providing a positive working environment for staff and students? Do you want to work in a varied role that requires both responsiveness and attention to detail? Do you have the ability to prioritise and use your initiative to problem solve?

You will play a central role in enabling members of the Institute to work productively and safely. You will be a primary point of contact for building users and ensure the efficiency of day-to-day operations, in collaboration with Faculty and University services. With experience of providing facilities functions in a busy environment, you will have excellent organisational and communication skills. You will have a high degree of personal responsibility and develop effective working relationships with stakeholders at all levels.

Main duties and responsibilities

As a Facilities Coordinator, your main duties will include:

Building operations and Estates management

- Identifying, prioritising and reporting building faults, monitoring progress, overseeing contractors on-site, and advising end users of status;
- Managing access control and building security measures, including manual key suites and electronic lock systems;
- Preparing and delivering the annual facilities budget, to include minor refurbishments, furniture, fieldwork equipment, audio visual systems;
- Managing the allocation and utilisation of office space, arranging office moves, conducting the annual accommodation survey, reviewing and optimising space use including future demand planning;
- Responsibility for a suite of meeting/seminar rooms, particularly the facilities for on-line and hybrid activities, including technical troubleshooting and planning for future needs;
- Supporting research fieldwork and student surveys by coordinating the loan of equipment;



Computing/IT

- Liaising with Faculty and University level IT teams to ensure that core hardware needs are provided promptly to users;
- Approving local requests for IT budget spend;
- Acting as IT user representative for the Institute, including attending relevant meetings, being a conduit for advice and communications, and escalating matters when required.

Health & Safety (H&S)

- In consultation with the Faculty H&S Team, delivering key responsibilities involving: fire safety including appliance testing and fire wardens; accident reporting and first aid provision; routine building inspections and monitoring; emergency and critical incident planning;
- As designated H&S Coordinator, acting as a local contact point for queries from staff and students, providing signposting to University policies and sources of specialist advice;
- Scheduling and minuting the Institute's H&S Committee, following up on actions as required;
- Delivering health & safety and building inductions for new starters and providing display screen equipment (DSE) where required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

The role is based on campus at the Institute for Transport Studies with a typical working pattern of Monday-Friday 8.30am-4.30pm and there may be an occasional requirement to work outside of these hours.



What will you bring to the role?

As a Facilities Coordinator, you will have:

Essential

- Experience of service delivery focused on buildings/facilities, or a related operational role;
- Experience of working in a busy customer focused environment, assisting users directly and providing excellent customer care;
- An understanding of fault identification and reporting, inspections and maintenance;
- Experience of applying health & safety policy to day-to-day operations;
- Excellent organisational skills, with the ability to prioritise and plan your work independently to tight deadlines, and to manage conflicting priorities;
- Excellent IT skills including experience of using the Microsoft Office suite (Outlook, Word, Excel, Access, Sharepoint, Teams etc) and organisational databases;
- Excellent verbal and written communication skills with the ability to distil and present information clearly and concisely;
- Excellent interpersonal skills, including the ability to maintain strong working relationships with those at all levels across the organisation;
- Experience of working proactively to problem solve, both independently and as part of a team.

Desirable

- Experience of leading/managing a facility or projects;
- Experience of setting and managing a budget;
- Experience of working in higher education or other setting with a diverse range of stakeholders;
- Experience of maintaining and developing uses of business technologies e.g hybrid meeting audio-visual systems;
- Formal training or a qualification in health and safety.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Name: Robin Marsh, Resources Manager

Email: R.G.Marsh@its.leeds.ac.uk

Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Find out more about the [Faculty of Environment](#).

Find out more about the [Institute for Transport Studies](#).

Find out more about our [Research](#) and [associated facilities](#).

Find out more about [Equality in the Faculty](#)

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University



As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Institute for Transport Studies we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal Record Information

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

