**Facilities Assistant**

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| **Job purpose:**  To support all aspects of the in-house facilities function at The Law Society (TLS). This will include delivering on operational needs to all building users, including staff and members, working internally with the in-house team and third-party contractors. |

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| **Key Accountabilities:**   * Support the Facilities Manager and Premises Manager, and act as point of contact during annual leave, as required. * Supporting project delivery – maintain a good working relationship with suppliers, ensuring appropriate behaviours and following processes and overseeing activities while onsite. * Assist the Facilities team in maintaining relationships with key stake holders, including building users, contractors and partners   **General Operations**   * Be a point of contact for day-to-day building issues with suppliers and key end building users * Support the room booking system, providing information and additional guidance to staff members where needed * Raising the profile of the Facilities Team, including updating the Facilities intranet pages, and monitoring the Facilities mailbox * Support building tours as part of the TLS induction process * Support the Facilities team operational activities across all locations   **Supplier Management**   * Support the effective working relationships with the outsourced FM contractor * Contract supervision for Facilities outsourced activities, including;   + Waste Management   + Vending   + Document Management   + Furniture   + Eye care scheme   **Finance and Admin**   * Raise purchase orders when requested ensuring use of correct codes and costs, that records are maintained to support budget management * Ensure purchase orders are closed down appropriately, and accruals raised if required to support accurate accounting   **Facilities Management**   * Understanding and ensuring Health and Safety in the workplace * Understanding of Facilities Management   **Environment and Net Zero**   * Supporting the Law Society’s net zero target and Environmental Management System | |
| **Knowledge, skills and experience**  Essential:   * Knowledge of facilities management * Ability to prioritise and work proactively with a variety of tasks and stakeholders * Good attention to detail and accuracy, effective task focus * Intuitive approach to problem solving * Enthusiastic team player with a positive outlook and flexible approach. * Understanding supplier relationships   Desirable:   * Proven experience and competency on use of on-line financial system SAGE * Experience of Health and safety process and procedures * Facilities Management experience inhouse or outsourced * Experience with Environmental Management Systems | **Organisation Chart**  Facilities Assistant  Health and Safety Manager  Facilities Manager  Premises Manager  Head of Corporate Real Estate |
| **Dimensions -** reporting to Facilities Manager Operating environment – all sites as requested by TLSFinancial responsibility – raising purchase orders, managing orders, accruals  **Analytical Responsibility** – Record relevant data, manipulate and present to meet requirements as requested  **Location** – 113 Chancery Lane |  |