

Facilities Manager

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Company: Liberty Global

Location: Shipley

Category: other-general

We're looking for a Workplace Experience Manager in Bradford

The Workplace Experience Manager will own the employee experience across the Liberty Global building, ensuring an excellent first impression and an exemplary workplace experience. To create a workplace environment that increases individual well-being, personal productivity, and organizational effectiveness. Working in partnership with & supporting the Senior Facilities Assistant to identify and focus on the interactions that matter.

KEY ACCOUNTABILITIES

Drives innovative ideas in the workplace environment to ensure a high level employee experience

Leads on identifying future workplace strategy based on current business needs and future workplace trends, requirements and assessing against the environment for the current onsite skill sets

Drives and integrates the latest DE&I thinking and best practice in partnership with HR owned DE&I activities

Contributes to the development of operational/capital budgets and monitor spend and financial forecasting in conjunction with relevant stakeholders. Focuses on using best business practice to improve efficiencies and operating costs

Manage the promotion of the culture of our company in the working environment that brings stakeholders in and feels agile, engaging, collaborative, supportive and welcoming

Escalating issues in timely manner to UK Facilities Manager. Being able to deliver written and proven track record on the relevant issue

Assists in the completion of the office Business Continuity plan

Analysis & monitor the occupation levels onsite and manage relocation changes as and when required. Liaise with teams and HR in respect to all planning and review

Maintains relationships with vendors that provide services and goods

Support with the periodic reviews & monitoring of performance in line with agreed KPI's and SLA's of the service provider teams

Supporting the Senior Facilities Assistant (SFA) on assessment and (often hands-on) resolution of issues that may arise with minimal disruption to business operations

Working in calibration with the SFA to ensure the workplace environment & employee experience elements are sustained at the highest level

Performs other duties as assigned

Context/Environment:

Located at Bradford, UK – infrequent travel is expected.

Exchange & cooperation with other partner Facilities locations within the Liberty Global footprint

Collaboration with relevant local governmental or organisational parties & agencies

Supporting UK Facilities Manager manager on request.

KNOWLEDGE & EXPERIENCE

Proven experience in a facilities management role in a dynamic environment, organisation with focus on hospitality and stakeholders experience

Proven experience in creating a totally inclusive workplace environment

Proven experience in developing, implementing and managing measurable KPI's and SLA's related to vendor agreements and the translation of those to the end user

Proven knowledge on compliance related to industry codes for building, Health & Safety, security, and other relevant topics. Manage the site accordingly

Strong in building effective relationships with vendors improving their performance

Well-developed interpersonal skills and ability to collaborate effectively with all levels of employees, including senior management

Creative thinker with the ability to work independently in a fast-paced environment

Excellent communication skills both written and verbal. Native English speaker, any other languages advantageous

Competent in problem solving and negotiation

Ability to work with varied workload

Hands-on mentality

Excellent understanding of budget formats and reports

Team player but also ability to function independently and proactively

Working Relationships and Team Working:

Internal:

Regular contact with all levels and several departments within the organisation

Daily contact with local service delivery team on location & IT operations

Liaison with Security Management regarding daily operations and planning

Maintains strong working-relationships with other (internal service delivery) departments (Finance, Legal, Procurement, IT, HR, Marketing, Corporate comms) and the Global and Central Property & Facilities teams

Experience in Space planning, customer service and hospitality

External

External contact & management of suppliers

What's in it for you?

Competitive salary + Bonus

25 days annual leave with the option to purchase 5 more

Access to wellbeing and mental health benefits such as the Calm app, personal medical, critical illness cover and dental insurance

Matched pension contribution up to 10%

Access to our car benefit scheme

Access to our online learning platform to continue to develop and grow your career with us

The chance to join an innovative, fast-paced and passionate team

Who we are:

We're building Tomorrow's Connections Today, bringing people together through the power of our technology.

Liberty Global is a world leader in converged broadband, video and mobile communications and an active investor in cutting-edge infrastructure, content and technology ventures.

With our investments in fibre-based and 5G networks we play a vital role in society, currently providing over 85 million fixed and mobile connections and rolling out the next generation of products and services, while readying our networks for 10 Gbps and beyond.

We're creating national champions, combining the best broadband and mobile networks under brands such as Virgin Media-02 in the UK, VodafoneZiggo in The Netherlands, Telenet in Belgium, Sunrise in Switzerland, Virgin Media in Ireland and UPC in Slovakia.

Liberty Global Ventures, our global investment arm, has a portfolio of more than 75 companies and funds across content, technology and infrastructure, including strategic stakes in ITV, Univision, Plume, Lionsgate and the Formula E racing series.

Our scale enables us to transfer knowledge and expertise across our operations and investments, creating a dynamic family of brands united in the pursuit of innovation and excellence.

And we're prioritising diversity, equity and inclusion in our workplace and communities, while reducing our impact on the environment. We are using technology as a force for good; for our people, our partners and the planet.

Liberty Global is an equal opportunity employer. We embrace diversity and are committed to creating an inclusive environment for our people. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process. We're 100% committed to having a workforce that represents every part of our society. So we're keen to hear from candidates of all background and circumstances.

Additional information:

██████████ Full-time

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