

Facilities Operational Manager

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Company: Kennedys

Location: Glasgow

Category: other-general

This role will report to the Head of FM UK & EMEA and will support the FM Leadership team and Senior Facilities Managers to have a united and aligned approach to the delivery of FM services. They will be responsible for aligning day-to-day operational facilities management (FM) across a multi-site estate. Being process driven, organised and effective in collaboration within a large FM team. Championing solutions and supporting the team in the delivery of efficient and effective contract management, Health and Safety (H&S) and Environmental compliance of our buildings. Working to be the conduit between teams to ensure gaps are identified and bridged where possible. This role will support the Head of FM in standardisation where possible of processes and procedures, identifying opportunities for improvement and driving operational efficiencies across the portfolio supporting onsite managers to develop a one team approach. Building collaborative working with a broad range of internal stakeholders with particular focus on the FM Department. They will support in driving a customer focussed culture across the FM team.

Team The Facilities team provide strategic support on projects, risk management, contract management, budget management and ensures the firm acts in accordance with local regulations and ISO standards. The Facilities team have presence in all Kennedys offices

Key responsibilities The development of alignment across all offices in reference to day-to-day operational aspects of the Facilities Management provision. Support in the collective management of contracts including budget planning, forecasting and tracking. Collating and reporting on contractual commitments and KPI's in line with agreed SLA's across all sites and supporting Senior Facilities Managers in delivering this. Compile and present reports on

service performance of each service line to senior stakeholders and in line with expectations and objectives Being process and solution focused to drive and encourage improvements aligned to best practice. Required experience BIFM 4 or above or equivalent – substantial FM Operational experience may be considered without the qualification NEBOSH General Certificate desirable Extensive facilities management experience Previous process and policy management Efficient and diligent document management Demonstrable experience in managing contractors in an operational capacity Comprehensive statutory and regulatory knowledge and understanding in FM, H&S and Environmental, benchmarking and best practice Excellent administration skills with strong skills in Excel Excellent communication skills Willingness to travel between all UK offices to ensure the single team ethos is maintained across the team as and when needed Team player Please let us know if you require any additional support or adjustments to be made in order to submit your application to Kennedys. *where a level of experience is indicated, this is a guideline only and represents the amount of time we would usually expect a candidate to accumulate the requisite level of experience. This does not preclude applications from candidates with more or less experience.

About Kennedys Kennedys is a global law firm with expertise in dispute resolution and advisory services. With over 2,500 people worldwide across 45 offices in the UK, Europe, Middle East, Asia Pacific and America we have some of the most respected legal minds in their field. Our lawyers handle both contentious and non-contentious matters, and provide a range of specialist legal services, for many industry sectors but we have particular expertise in litigation and dispute resolution, especially in defending insurance and liability claims. We're a fresh-thinking firm, and we're not afraid to bring challenging new perspectives to the table way beyond the traditional realm of legal services. We empower our clients with a diverse range of ideas, tools and technology to make their lives easier, as well as delivering exceptional results, every time. What do we have to offer? We welcome high-performing lawyers, business services professionals, secretaries, graduates and apprentices to join our rapidly expanding global firm. Whatever your role at Kennedys, you'll be involved in exciting and stimulating work, where your input will make a difference. Our culture and values form a big part of who we are and we take them seriously. We make a difference by being approachable, straightforward, supportive and distinctive. Our are at the core of who we are and what make us a great firm to work with and for. The Firm recognises the value of investing in our people's development and believes our culture and values contribute to the quality of our work and of our client relationships. With a culture of on-the-job and

experiential learning, peer to peer learning, mentoring, resources and tools that enable you to drive your career, we can support your development in your current and future roles. A variety of other opportunities are available including secondments to clients and our global offices. We strive to celebrate empower our people and ensure everyone can bring their authentic selves to work. We've created a culture based on client service, professional excellence, hard work and trust, where diversity, equity and inclusion (DE&I) is a key priority. We recognise that many of our people want to work for an employer that is aligned to their values, which is why we are building an inclusive culture, decarbonising our operations and supporting our people to thrive at work. Our people are the key to driving this change and helping us to make a difference to our clients, our people and the communities in which we live and work. Kennedys is an equal opportunities employer and is committed to ensuring our recruitment processes are as inclusive as possible. We expect all employees to be aware of and comply with all relevant policies and procedures within their jurisdiction, including those relating to Information Security, Data Protection and Quality Management, refer any breach promptly to Risk & Compliance and to complete all mandatory training when requested.

Documents

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