**JOB DESCRIPTION**

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| **POST TITLE:** Assistant Director, Corporate Facilities Management  |  |
| **GRADE:** 16 |  |
| **DIVISION / UNIT:** Governance & Assurance |  |
| **DEPARTMENT:** People and Organisational Development |  |
| **REPORTS TO:** Director of People and Organisational Development |  |

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| **PURPOSE OF THE JOB** |

To lead the strategic and operational delivery of all facilities management services across Southwark’s corporate property portfolio. This includes shaping the council’s estate strategy, ensuring legal compliance, driving health and safety culture, and delivering transformational programmes aligned to Southwark 2030 – our borough wide vision for a fair, green and safe borough.

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| **PRINCIPAL ACCOUNTABILITIES** |

* Provide strategic and operational leadership for the council’s facilities management service, ensuring effective planning and deployment of resources to support high quality service delivery.
* Lead the design and implementation of a long term procurement and contract strategy for Corporate Facilities Management, translating national policy and council priorities into practical outcome-focused delivery plans that support a comprehensive FM service model.
* Develop and implement strategic and operational plans to maximise estate efficiency, ensuring FM services are delivered effectively, sustainably and with a strong focus on value for money.
* Oversee the planning and delivery of complex, high-profile capital and maintenance projects across the council’s property portfolio, ensuring programmes are well-managed, risk assessed, and aligned to corporate priorities.
* Ensure all FM services, systems, and performance frameworks are in place and operating effectively, meeting agreed targets and remaining compliant with legal, regulatory and corporate requirements.
* Build and maintain strong relationships with internal and external stakeholders, using these partnerships to drive service improvement and assess the division’s capacity to deliver both transformational and day-to-day change.
* Lead the development and management of the FM revenue budget, ensuring services are delivered within budget and contribute to the council’s wider savings targets. Overseeing and monitoring capital investment in the corporate estate, including planned maintenance and compliance programmes.
* Provide expert advice and high-quality reports to the Chief Executive, Cabinet and senior leadership, contributing to the development of policy and strategy for corporate property management and related FM matters.
* Embed robust service controls and strengthen the council’s intelligent client function, ensuring FM services and outsourcing arrangements are proactively managed and grounded with a clear understanding of end-to-end service delivery.

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| **JOB CONTEXT** |

This role reports directly to the Director of People and Organisational Development and is supported by a leadership team consisting of four direct reports.

The Corporate Facilities Management (CFM) service delivers a centralised facilities management function, playing a key role in supporting over 5,000 council staff in the effective use of property assets to enable high-quality, responsive, frontline services.

The service is a key enabler of Southwark’s strategic goals and transformation agenda.

The CFM portfolio includes nearly 500 assets which are supported to varying degrees from full FM management to local management with call-offs from corporate FM contracts. This delivery model is under review.

CFM’s delivery approach and procurement strategy is a cornerstone of the council’s broader efficiency and savings programme, enabling a modern, integrated FM service model for a large and complex public estate. This includes the management of a dynamic property disposal and acquisition programme that underpins borough-wide regeneration and asset transformation.

In addition to managing major corporate service contracts and overseeing significant FM-related budgets, the division plays a central role in the design, development and delivery of high-impact capital projects. This includes workplace refurbishments, fit-outs, and public realm improvements, such as the delivery of Southwark’s multimillion-pound culture and heritage centre.

**Financial responsibilities**

The post holder is responsible for all revenue and capital budgets within the CFM service area. Expenditure in any one year will be typically in excess of £20m.

**Contacts**

Internal stakeholders include the Chief Executive, Strategic Directors, the Leader of the Council, Cabinet Members, elected councillors, Heads of Service, and senior officers across all departments. Regular engagement is also required with key corporate functions such as legal, procurement and finance services, alongside internal suppliers and delivery partners.

External relationships span a wide network including the NHS, Integrated Care Board (ICB), headteachers, school governors, and major supply chain and project partners across both public and private sectors. The role also involves close liaison with regulatory and statutory bodies, including the Health and Safety Executive (HSE), and requires occasional attendance at external forums, such as community council meetings, where you may present on behalf of the council.

The role represents Southwark in the planning, development, and oversight of effective partnership working with external and third-party providers involved in delivering Facilities Management services.

**Conditions of Service**

There is a requirement for the post holder on occasions, to work outside normal office hours and at different venues to meet the needs of the service.

**General**

This role operates within a fast paced, high profile, and customer facing environment. A strong understanding of facilities management, public sector governance, capital programme delivery, digital systems, and contract management is essential to deliver against service and corporate priorities.

**Health & Safety**

A comprehensive understanding of health and safety legislation and best practice is required, particularly in relation to the public sector estate and facilities used by employees, residents, and partners.

**Job sharing**

We welcome application for job share, part-time, or other flexible working arrangements.

**Grade/Conditions of Service**Grade 16

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council’s satisfaction your suitability for the position in which you are employed.

**PERSON SPECIFICATION**

The person specification is a picture of skills, knowledge and experience required to carry out the job.

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| **Knowledge, including educational qualifications:** | **How assessed (S/ I/ T)** |
| 1. Educated to degree level or equivalent, with relevant professional qualification (e.g. BIFM, IWFM, CIPS)
 | S |
| 1. Extensive knowledge of property compliance and health and safety regulations (e.g. fire, asbestos, electrical, gas)
 | S |
| 1. Strong understanding of facilities management best practice in a public sector context.
 | S |
| 1. In depth understanding of procurement, contract management and working successfully with external providers
 | I |
| 1. Up to date knowledge of sustainability, decarbonisation, and inclusive design in the built environment.
 | I |
| **Experience:** |  |
| 1. Proven leadership experience in facilities or estate management at a senior level.
 | S |
| 1. Track record of managing complex capital and revenue budgets.
 | I |
| 1. Experience in overseeing large scale projects, refurbishments, or relocations.
 | I |
| 1. Successfully delivering strategic change and service transformation
 | I |
| 1. Working with political leaders, senior executives and external stakeholders in a high-profile environment.
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| **Aptitudes, Skills & Competencies:** |  |
| 1. Excellent interpersonal and communication skills, able to influence and negotiate at all levels
 | I |
| 1. Strong analytical and decision making skills
 | I |
| 1. Confident leadership style with a collaborative and empowering approach
 | I |
| 1. Commitment to innovation, customer service and innovation
 | I |
| 1. Ability to balance competing priorities and deliver to tight deadlines
 | I |
| **Special Conditions of Recruitment:** |  |
| Comply with and promote the Council’s Equality and Diversity policies | I |
| Attendance at meetings outside of office hours as and when required |  |

**Key: S** Shortlisting criteria **I** Evaluated at interview

 **T** Subject to test