

Role Definition

Job Title: Facilities Minor Works Manager
Reporting To: Facilities Maintenance Manager (Project & Reactive)

Responsibilities

- Develop, deliver and maintain a high service standard of all building fabric, Mechanical, Electrical and Plumbing (MEP) facilities throughout all Foster + Partners' offices, properties, and site offices. This role is primarily responsible for managing minor project works, ensuring safe and efficient operation of the properties while continuously seeking opportunities for improvement of the existing building facilities.
- Assist the Facilities Maintenance Manager in managing the minor building fabric and MEP aspects of projects, ensuring timely delivery and adherence to high-quality standards.
- Lead and manage all project phases, including planning, budgeting, tendering, scheduling, and contractor supervision.
- Prepare technical specifications and documentation for tender processes, evaluate tenders, facilitate procurement, and manage subsequent contract administration.
- Review contractors' technical submission and ensure project documentations such as O&M Manuals, As-built drawings, Health & Safety documents, etc. are accurate and properly recorded.
- Supervise consultants' and contractors' work on design, installation, testing, commissioning, and project handovers, both during and outside normal working hours.
- Review contractor quotations and supporting documentation to verify that all claimed work has been satisfactorily completed for payment certification.
- Assist in resolving any issues that arise during the project lifecycle, ensuring minimal disruption to timelines and deliverables.
- Maintain internal team satisfaction by effectively managing project scopes, budgets, and timelines while addressing any concerns or challenges that arise.
- Coordinate with internal teams, contractors, and stakeholders to ensure seamless project execution, fostering clear communication and providing regular updates as needed.
- Ensure strict compliance with safety regulations, quality standards, and technical requirements throughout all phases of the project.
- Evaluate all risk and method statements for works in collaboration with the Health & Safety Team. Issue relevant permits to work for contractors as required.
- Assist with risk management and change management processes to mitigate project risks and accommodate necessary adjustments.
- Participate in project meetings and support in presenting to stakeholders or contractors when required.
- Provide recommendations to the Facilities Maintenance Manager for proposing CapEx budgets for modifications or upgrades to existing MEP systems.
- Follow the Admin Facilities process to engage in the CAFM system and raise WO and emails where required.
- Contribute, or otherwise assist, as required.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards.

Qualities and Skills Required

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self-motivated and able to take responsibility.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the postholder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the postholder.