



## Role Profile

Vacancy Summary			
Job title:	Senior Facilities Coordinator	Job reference:	HUM1110- 534
Reporting to:	Facilities Manager	Team:	Facilities
Closing Date:	17 <sup>th</sup> November 2024	Interviews w/c	25/11/2024 (indicative)
Salary Range:	£34,000 – £37,000	Contract Type:	Permanent

About the Role
<p>We are seeking an enthusiastic and diligent individual who will be a key member of the Facilities team in ensuring the day to day running of the office and its facilities</p> <p>You will be proactive, adaptable, able to balance competing priorities and problem-solve. You will be able to work independently to complete tasks and identify any areas of concerns in your daily checks.</p> <p>This role is based in the DMO's City office and you will be required to attend the office on a daily basis with occasional visits to our disaster recovery centre in East London.</p> <p>You will be responsible for identifying hard and soft service issues and resolving them via the use of cleaning, security and Mechanical &amp; Electrical (M&amp;E) contractors. This will involve reporting the issue, organising the most convenient date and time for their visit and being present when they arrive.</p> <p>There will be a requirement to ensure they carry out the work to a successful conclusion and to a good standard as it is essential that the DMO remains operational at all times.</p> <p>You will be responsible for deputising for the Facilities Manager when he is absent and ensuring the team stays on track and works to deadlines.</p> <p>There may be an occasional requirement to manage small projects, generally £25k or less in value, in consultation with the Facilities Manager.</p> <p><b>Essential Skills</b></p> <ul style="list-style-type: none"> <li>• Must have good organisational skills and the ability to manage several tasks simultaneously</li> <li>• Must have a strong attention to detail to ensure tasks are carried out accurately and to check the work of contractors is carried out to a good standard</li> <li>• Excellent communication skills are required as the role requires you to deal with internal clients, external visitors and contractors and always keep the Facilities team and stakeholders up to date on any issues</li> <li>• Previous experience and knowledge of DSE assessments</li> <li>• Experience with security systems; access control, intruder detection and CCTV systems is essential</li> </ul> <p><b>Desirable Skills</b></p> <ul style="list-style-type: none"> <li>• Experience as a fire warden in previous roles would be an advantage</li> <li>• Experience as a first aider would also be advantageous but is not essential</li> <li>• Holding the IOSH Managing Safely certificate or similar would be an advantage</li> </ul>

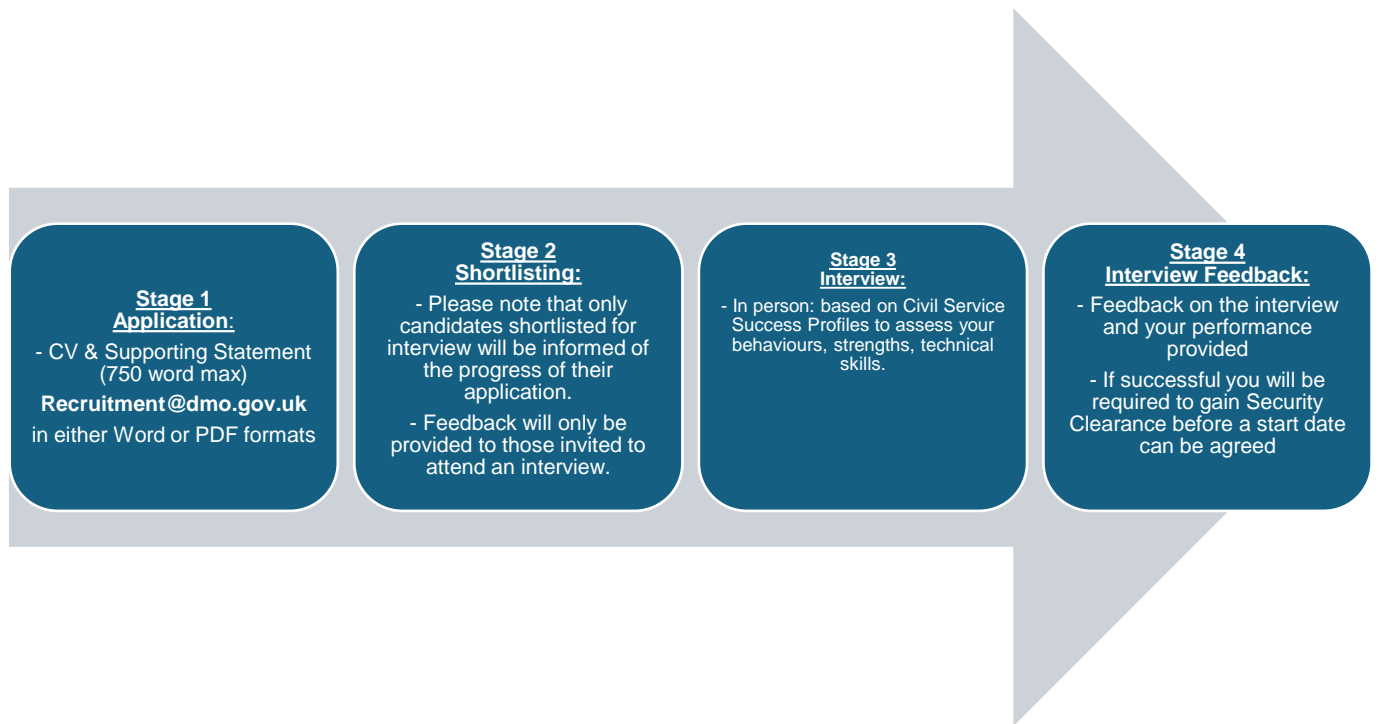
## Sift Criteria

For this vacancy, we will use the [Civil Service Success Profiles](#) to assess you against the following Behaviours, Experience and Technical Skills:

1. Experience: Minimum of 3 years' experience in a Facilities team. (Lead)
2. Experience: Familiar with Computer based security systems, online management tools as well as Physical security of premises such as intruder alarm, CCTV and access control
3. Technical: Technical knowledge of the aspects of air-conditioning systems, generators and UPS systems
4. Experience: Excellent oral and written communication skills in order to deal positively with the DMO's internal and external stakeholders (e.g. peers, senior managers, service providers)
5. Behaviour: Evidence of bringing complex issues to a conclusion in a fast-paced environment and managing competing priorities

Candidates – Please note, you will be asked to give evidence in your application of how you meet these criteria.

## Application details



### **Supporting statement and CV**

**To apply, please send a CV and covering letter of no more than 750 words to [Recruitment@dmo.gov.uk](mailto:Recruitment@dmo.gov.uk) demonstrating how you meet the requirement for this role set out above.**

### **Interview**

Applicants for this post will be assessed against the elements of the Success Profiles recruitment framework listed above.

Please visit the following pages to find out more:

- [UK DMO Careers](#)
- [Career FAQ Page](#)

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your application form. If you would like to speak to the DMO recruitment team regarding this, you can contact them via email at [Recruitment@dmo.gov.uk](mailto:Recruitment@dmo.gov.uk). A reserve list may be held for up to 12 months from which further appointments may be made for the same or similar roles.

## Working arrangements

### Hours of work/Hybrid working

We are an operational business and delivery of our Remit is a priority. We are a London based organisation and our contracts reflect that our place of work is our London office.

UKDMO is a flexible employer. We work in small teams and individuals have a say in how they do their work. Where employees have health or caring responsibilities, we are empathetic to different situations.

### Location

- The post will be based at in the DMO's office in the City of London and you will be expected to be on-site 5 days per week

### Hours of work

- The working hours of this post are 36 hours per week excluding lunch breaks It is likely to include early starts (c7:00am) and/or late finishes (c6.00pm) on a rotational basis. There may be occasional weekend overtime available
- This post is available on a full-time basis although part time/job share/flexible working hours may be considered.

In agreeing how we work, UKDMO has to balance the need to meet all business objectives, including working collaboratively, with our understanding of individual circumstances. There will be occasional weekend overtime available.

## Eligibility Statement

Individuals appointed to the DMO will be subject to National Security Vetting. To allow for meaningful checks to be carried out applicants will normally need to have lived in the UK for at least 3 out of the past 5 years. A lack of UK residency in itself is not always a bar to security clearance, but the Department will need to consider eligibility on a case-by-case basis using all information that can be obtained following a successful application.

## Data Protection

The DMO will keep your personal details and other information relating to your application for a maximum of two years following the close of the campaign, for audit purposes only after which time it will be securely destroyed. All data is held securely and takes account of our obligations under the General Data Protection Regulation (GDPR).

## Civil Service Commission

The DMO's recruitment processes are underpinned by the recruitment principles of the Civil Service Commissioner, which outline that selection for appointment is made on merit on the basis of fair and open competition. <https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/>

