

SERIOUS ORGANISED CRIME AGENCY

ROLE REQUIREMENTS PROFILE

Directorate:	Corporate Services
Role Title:	Senior Officer (Facilities)
Post Code:	P06687
SOCA Grade:	SG4
Location(s): Is this work geographically dependent?	Bristol
Aim of the role:	To contribute towards the delivery of SOCA's Strategic Imperatives by undertaking a range of iSM functions in support of a programme of activities. To manage a team (predominantly contracted) that provides services to the organisation.

1. Key responsibilities/accountabilities: (5 Most Impactive)

1. Acting as the key point of contact for business and administrative queries from Customers, Contractors and Management for a group of buildings.
2. Leading on the delivery of buildings which provide value for money and meet the requirements of the business. Ensuring maintenance is completed to agreed schedules, developing customer relationships and ensuring corporate priorities are met.
3. Supervising staff and contractors and ensuring that tasks are completed within required timescales and in accordance with agreed policies and procedures.
4. Dealing with internal customers; external suppliers, sourcing and raising orders for goods and services as required and in accordance with SOCA policy.
5. Ensuring all relevant legislation is adhered to e.g. Health & Safety, Risk Assessments etc.

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2. Key behavioural competencies required - against competency framework:

Community and Customer Focus - B

Team Working - B

Effective Communication - B

Openness to Change - B

Planning and Organising – C

Personal Responsibility - B

3. Key technical skills required: (including specific accreditations/specialist knowledge)

Knowledge of legislation relevant to Facilities Management
BIFM/RICS qualification or considerable experience in Facilities Management
Project Management experience (preferably Prince 2)

4. If you could not develop an individual into this role within 6 months please explain why?

The legal and technical knowledge required for this role would take approximately two years to obtain.

Vetting status: Selected candidates will need to successfully complete SC vetting.