

Job Description
Ref no:

Job Title	Manager Facilities		
Directorate or Region	South Asia	Department/Country	Resources, Sri Lanka
Location of post	Colombo	Pay Band	PB6/Grade G
Reports to	Assistant Director Resources	Duration of job	Indefinite contract

Purpose of job:

The purpose of this job is to ensure that the British Council's premises and office services in Sri Lanka meet our health, safety, security and brand standards, and enable effective delivery of our programmes and services.

Context and environment:

British Council Sri Lanka is a vibrant operation delivering a high impact portfolio of projects. We have 24,000 members in our libraries (the largest membership in the British Council global network) and run two of the largest British Council Teaching Centre and Exams operations in the world.

The Facilities, Office Services and IT teams provide internal services to over 200 staff working across our full range of activity areas in our 3 premises in Colombo, Kandy and Jaffna. The British Council is committed to Equality, Diversity & Inclusion (EDI), Child Protection (CP) and Environmental Framework Tool (EFT) agendas across all its operational activity and the post reflects commitment to EDI, CP & EFT standards in its scope and delivery.

Accountabilities, responsibilities and main duties:

- Manage the maintenance and repairs of office buildings, furniture and UK appointed staff residences within agreed budgets
- Lead on managing outsourced services (including Security, Janitorial and Cafeteria) complying with British Council standards and accepted local legislation and practice.
- Management of the purchasing of premises related items and UK appointed staff residence goods through purchasing team and reference to procedures.
- Lead on managing internal security services in line with British Council standards and local legislation and practice including Child Protection.
- Lead on management of Health & Safety in British Council offices and UK-appointed staff residences.
- Lead on Business Continuity Plans including reviewing and testing as required.
- Leadership and effective line management of the Facilities and Office Services to ensure effective and efficient delivery of our facilities services and premises management in line with corporate standards, including performance management.
- Liaise with premises refurbishment project teams on issues relating to smooth operations during refurbishments.

Key relationships: (include internal and external)

Internal – Country SBU (Strategic Business Units) leads and all other sector teams, Branch Managers Kandy and Jaffna, Regional/HQ colleagues including Global Estates, Security and IT.

External – Relevant Government Departments, Building and Property consultants, Suppliers & Service Providers.

Other important features or requirements of the job*(e.g. travel, unsocial/evening hours, restrictions on employment etc)*

The post-holder is required to work during unsocial hours when required and depending on the urgency of work as well as on official trips to our branches in Kandy and Jaffna.

Please specify any passport/visa and/or nationality requirement.

Sri Lankan citizen or in possession of a valid work visa to work in Sri Lanka

Please indicate if any security or legal checks are required for this role.

The post-holder is required to obtain a Police Report prior to appointment.

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	Only first three behaviours will be assessed for Recruitment 1. Making it happen (Level - more demanding) 2. Being Accountable (Level - more demanding) 3. Working together (Level - essential) 4. Creating shared purpose (Level - essential) 5. Connecting with others (Level - essential) 6. Shaping the future (Level - essential)		Interview only
Skills and Knowledge	➤ Planning & Organising (Level 3) ➤ Managing Finance & Resources (Level 3) ➤ Managing risk (Level 3)	Managing Projects (Level 2)	Shortlisting and Interview
Experience	Proven experience of 3 years in managing Facilities and/or Office Services	Experience in SAP IT system	Shortlisting and Interview
Qualifications	Post A-Level Diploma	Relevant professional qualification	Shortlisting and interview

Submitted by Line Manager	Deputy Director	Signature & Date	10 April 2015
Post-holder		Signature & Date	