

Candidate Information

Position:	Facilities Officer
School/Department:	BRC D AMIC
Reference:	24/112272
Closing Date:	Monday 30 December 2024
Salary:	£39,922 - £47,631 per annum
Anticipated Interview Date:	Wednesday, 22 January 2025
Duration:	Fixed Term - 3 years

JOB PURPOSE:

AMIC - a £100M investment through the Belfast Region City Deal - is a collaborative, innovative powerhouse of advanced manufacturing set to elevate our region globally.

We are supporting economic growth and prosperity for Northern Ireland by creating high quality jobs and increasing inward investment through high value manufacturing innovation clusters.

We are driving industrial transformation, paving the way for future technologies and competing globally with a more sustainable focus.

When you join our team, you will have access to the latest advanced industrial technologies and have the opportunity to grow and develop as an engineer and technology leader. Our mission is to provide you with the environment to innovate and create impact.

Our launch team of over 40 staff has core capabilities in digitalising manufacturing, smart design, sustainable polymers & composites and nanotechnologies & photonics. We're excited to be expanding the team throughout 2024. 

Job Purpose & Impact:

We are seeking a motivated, delivery focussed facilities officer to support the development, performance and maintenance of all manufacturing facilities across AMIC. You will work to ensure AMIC's facilities maintain an efficient and effective service, maximising performance and meeting agreed targets. Central to this will be the development of AMIC's new flagship Factory of the Future, a 10,500m² state-of-the-art facility currently under construction.

You will work collaboratively with management and technical teams in AMIC to provide cost-effective solutions to facilities challenges, ensuring the smooth running of AMIC's facilities as a whole.

MAJOR DUTIES:

1. Support the maintenance, development, performance and delivery of the facilities for AMIC to produce an efficient service across all AMIC facilities.
2. Day-to-day upkeep of AMIC facilities to a high standard, ensuring these are fit for purpose.
3. Liaise effectively across the organisation, providing assistance for all facility-related issues.
4. Collaborate with AMIC management and technical teams to provide appropriate and cost-effective solutions.
5. Work with other University departments and chosen suppliers to deliver facilities projects on time and to budget.
6. Manage the relationship with chosen suppliers from procurement through to on-site completion of works.
7. Project management of facilities related projects including developing project plans, establishing and tracking budgets, risk assessments, ensuring resources are correctly allocated, overseeing completion of projects and progress reporting as required.
8. Manage AMIC's building environments ensuring safe, compliant and quality services are provided in accordance with all statutory health and safety legislation, and associated quality systems.

9. Help develop and document safe working practices and ensure that these are adhered to across AMIC's sites. Training of staff where needed on developed safe working practices and processes
10. Be a key contributor to AMIC's Health & Safety activities including being a member of H&S Committee, ensuring compliance with all relevant H&S policies and procedures.
11. In liaison with other AMIC departments identify technical developments that afford opportunities for updating existing equipment or acquiring new equipment that will support the ongoing research and development activities within AMIC.
12. Undertake other duties as may be reasonably required, commensurate with grade, as requested by AMIC management.

ESSENTIAL CRITERIA:

1. Honours degree in Facilities Management or a related discipline (including engineering) or substantial relevant experience working in a similar role.
2. Substantial recent and relevant experience working within a facilities management role, managing buildings and equipment to provide day-to-day upkeep to a high standard.
3. Demonstrable experience of the delivery of facilities related projects from planning to completion, including project management of budgets, risks and resources.
4. A comprehensive understanding of the relevant Health & Safety landscape including regulation and compliance.
5. Working knowledge of developing safe working practices, documenting practices and procedures in line with quality system requirements.
6. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.
7. Excellent written and oral communication skills as well as an ability to influence at all levels.
8. High level of attention to detail and ability to deliver effective written reports and presentations to meet audience needs.
9. Evidence of strong interpersonal, customer service and networking skills with ability to relate to and influence internal and external stakeholders.
10. Some working outside of standard working times may be required to meet the responsibilities of the post and needs of stakeholders.

DESIRABLE CRITERIA:

1. A relevant postgraduate or professional qualification.
2. Relevant HSE qualification (e.g. IOSH).
3. Experience of facilities management in a research and development environment.
4. Experience of ensuring safe working practice in laboratories.
5. Experience in the development and implementation of policies and procedures to comply with ISO Quality Management requirements.
6. Working knowledge of activities such as PPM, routine testing, building management systems and security.