

Role Description and Person Specification

Premises, Risk and Projects Officer

Salary £25,000 - £30,000 FTE (pro rata for part time hours) plus pension.

Reporting to the Chief Operating Officer

Up to 37.5 hours per week with some flexible working available

Based at Cornwall Air Ambulance Trust HQ, Newquay

Key relationships internal

- Chief Operating Officer
- Charity Senior Leadership Team
- In house Maintenance Officer
- Retail Area Manager
- Shop Managers
- HR Officer
- Department Managers
- Employees
- Volunteers

Key relationships external

- Premises landlords/agents
- Helicopter Operator Staff
- Ambulance Service Staff
- H & S contractors
- Facilities contractors/subcontractors
- Training organisations
- Software providers
- HSE/Regulatory bodies
- Other project consultants & contractors

Cornwall Air Ambulance has been flying for 30 years, attending to over 28,000 adults and children in need of urgent medical attention. Our highly-trained aircrew are on average on scene within 12 minutes on a 999 call being made and fly patients to specialist departments in various hospitals including Treliske, Derriford and the Bristol Royal Infirmary. Although we are an essential part of the emergency services, we do not receive any central government support and rely on fundraising and donations from individuals, community groups and businesses to keep us flying.

We have an opportunity for an enthusiastic and motivated team player to join our operations team at our air base in Newquay, working within a supportive team culture, where everyone is Proud to be Cornwall Air Ambulance. This post holder will work alongside department and premises managers, to ensure that day to day maintenance, one off premises/site projects and all aspects of operations health and safety are dealt with efficiently and effectively.

Authority

The Premises, Risk and Projects Officer will report to the Chief Operating Officer.

The officer will be responsible for ensuring all scheduled, routine and unscheduled repairs, maintenance, health and safety checks, training and improvements are implemented. In addition, the officer will be required to manage and deliver projects to enhance and develop the facilities and premises used by the charity. The post holder will hold authority to raise purchase orders and place contracts with suppliers in accordance with charity procurement policy and budgets.

Meeting attendance may include (this list is not exhaustive)

- Team meetings
- Retail team meetings
- Reporting meetings with the Chief Operating Officer
- Attendance at the Risk and Audit Committee
- Project team meetings
- Supplier/contractor/site meetings
- Attendance at training/CPD

The post holder will be required to travel to other locations for meetings, and to other Cornwall Air Ambulance sites. Use of your own vehicle will be required if pool vehicles are unavailable. The post holder will be required to hold insurance for use of their own vehicle associated with work.

Principle Accountabilities of the Role

Premises

1. Ensuring all maintenance and repairs are raised using Trust policy and procedures
2. Keeping a register of approved contractors
3. Dealing with appointment and approvals of new contractors
4. Produce and maintain annual schedules of routine maintenance
5. Assisting the Chief Operating Officer with tender processes
6. Carry out site visits and /or deal with defect notifications, produce specifications, and organise works, allocating repairs and maintenance to the appropriate contractor
7. Ensuring necessary contractor accreditations, risk assessments and method statements are provided
8. Supervise the activities of the In-house Maintenance Manager
9. Liaising with site teams to mitigate the impact of repairs and maintenance
10. Assist the Area Retail Manager with premises acquisition and disposal
11. Assist the Area Retail Manager with shop fits, dilapidations, schedules of condition, commissioning building surveys
12. Identify and recommend ways to improve energy efficiency, recycling and improved sustainability across all sites, leading implementation of new projects
13. Ensure site CCTV and other security systems are maintained and accessible as appropriate

Risk

14. Managing, monitoring and updating health and safety records using dedicated software system.
15. Working with the charities Senior Leadership Team to ensure that Health and Safety Policies and Procedures are implemented
16. Ensure the interface between the charity risk management and the aviation and clinical risk management is appropriately documented
17. Producing/updating/checking risk assessments for sites/fire/activities
18. Report breaches of Health and Safety and assist with corrective actions
19. Produce written summary reports at monthly intervals
20. Deal with RIDDOR reportable incidents in accordance with HSE requirements
21. Carry out regular spot checks and site visits focussed on continuous improvement of health and safety

Vehicles

22. Oversee the maintenance records for charity owned commercial and fleet vehicles, including insurance, road tax, MOT, repairs and cleanliness, mileage records and policies.
23. Carry out regular checks of commercial vehicle trackers systems, reporting findings to the Chief Operating Officer.

Projects

24. Working with the Chief Operating Officer to develop business cases for projects to enhance and develop the charities Headquarters, airbase, retail and other facilities.
25. Manage the delivery of bespoke facilities & premises projects, including the selection and procurement of consultants, contractors and subcontractors.

Other responsibilities

1. Ensure that accurate and organised record keeping, including audit trails of managing risk are kept for all aspects of the business
2. Assist with undertaking any appropriate investigations and produce reports for Insurance Claims or Complaints associated with premises and vehicles
3. Assisting the HR Officer to maintain accurate key holder register
4. Carry out responsibilities having full regard for Data Protection and GDPR
5. Complete tasks to required quality standard and in agreed timeframes
6. Assist with the production of annual budgets for maintenance and repairs
7. Maintain schedules of condition, and produce forward planning schedules for future maintenance and repairs
8. Adhere to all CAAT policies and procedures
9. Adopt and promote the positive behaviours culture of Being Proud to be Cornwall Air Ambulance

The above is not exhaustive, and the post holder may be required to perform other duties appropriate to the role.

Person Specification

Essential

- ✓ Minimum of 2 years previous experience and knowledge of managing and operating a multi site Property and Operational Services environment
- ✓ Recognised Qualification in Managing Risk
- ✓ Capable of managing complex and multiple projects
- ✓ Ability to delegate tasks well
- ✓ Proficient IT skills including MS Office, Excel, Power Point with the ability to produce clear and concise reports and presentations.
- ✓ Ability to evidence attention to detail in accurate record keeping and being organised
- ✓ Evidence of establishing and developing effective relationships with a wide range of stakeholders to achieve common goals.
- ✓ Experience of project management and delivering projects on budget / time to a high quality is essential.
- ✓ Excellent Customer Service, to both Internal and External customers
- ✓ The ability to carry out risk assessments appropriate to the activity being undertaken
- ✓ Experience of producing Work Schedules and plans for material projects
- ✓ Excellent people skills, ability to work autonomously and as part of a team
- ✓ Willingness to attend training
- ✓ Full clean driving licence

Desirable

- ✓ Qualifications in premises management
- ✓ Qualifications in project management
- ✓ A passion for Cornwall Air Ambulance and its work
- ✓ The ability to work flexibly, including occasional additional hours
- ✓ Previous experience of using Business Safe On-Line or similar Health and Safety management software
- ✓ Previous experience of selection processes for external contractors

How to apply

Complete the Application form, carefully setting out how your qualifications, experience and knowledge matches the principal accountabilities of the role and the person specification. Send with your CV and a covering letter to:

Jackie.davis@cornwallairambulancetrust.org

Jackie Davis

Cornwall Air Ambulance Trust

Trevithick Downs

Newquay

Cornwall

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The closing date for applications is Friday 4th January 2019, 12 noon

Interviews will be held on Friday 11th January 2019