



**British
Geological Survey**

NATURAL ENVIRONMENT RESEARCH COUNCIL

Hard Services Manager

The British Geological Survey (BGS) is one of the world's leading and forward thinking geological science institutes with a focus on both public good science for government and geoscientific research to understand earth and environmental processes. A vacancy has arisen for an experienced Hard Services Manager to work as part of the Facilities Management team at the Headquarters site in Keyworth, Nottingham.

This is a senior management post with responsibility for all aspects of hard FM in order to ensure organisational statutory compliance and an effective physical environment. In addition to managing day to day operations, you will be required to evaluate the services within your remit and drive improvements. The post also has responsibility for the management of the day to day landlord tenant relationship on site including regular meetings with the different tenant representatives.

You will be familiar with all refrigeration and air con systems, heating, ventilation, mechanical and electrical equipment and possess a sound understanding of its purpose/functionality. You will be an adept contract manager with significant experience in both, budget and staff management.

You should be educated to degree level in mechanical engineering, hold qualifications in IOSH or NEBOSH and be conversant with CAD. In order to be successful, previous working as part of a wider team is essential and you will have a proven ability to manage staff effectively in a delivery focused and quality based environment.

The successful candidate will place customer service and service delivery at the forefront of their priorities in order to ensure continuity of service to the organisation.

Depending on qualifications and experience, full time starting salary will be £35,222 - £38,254 per annum.

Full time working hours are 37 per week excluding lunch breaks. A generous benefits package is also offered, including a company pension scheme, childcare voucher scheme, free on-site parking, 30 days annual leave plus 10.5 days public and privilege holidays.

Applications are handled by the RCUK Shared Services Centre; to apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc240354_7019.aspx and submit your up-to-date C.V. and covering letter, which clearly outlines why you are applying for this post and how you meet the criteria described in this advertisement. Applicants who would like to receive this advert in an alternative format (e.g. large print, Braille, audio or hard copy), or who are unable to apply



online should contact us by telephone on 01793 867003, Please quote reference number IRC240354.

Closing date for receipt of application forms is 15 March 2017. Interviews will be held on 30 March 2017 at our headquarters in Keyworth, Nottingham. We will not consider applications from candidates who have previously applied for IRC239858 – Estates Manager.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The British Geological Survey is an Investors in People organization and has Athena SWAN bronze award. There is a guaranteed Interview Scheme for suitable candidates with disabilities.