



ROYAL COLLEGE OF  
PHYSICIANS AND  
SURGEONS OF GLASGOW

## Job Description

### SECTION 1 – Description

<b>Job Title:</b>	Facilities Supervisor
<b>Location:</b>	Operations
<b>Reports To:</b>	Facilities Manager
<b>Grade/Salary:</b>	Grade 4- £29,912
<b>Date:</b>	June 2025
<b>Contract:</b>	40 hours per week, 5/7, including evenings and weekends

### SECTION 2 - Job Purpose

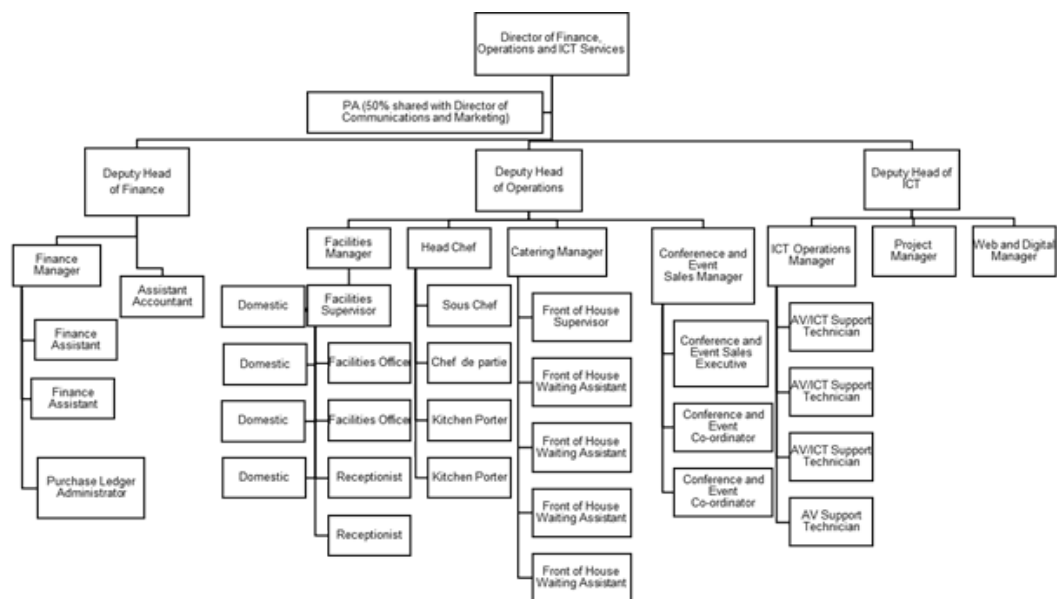
The post holder will support the Facilities Manager with the daily management of 232 – 242 St Vincent Street and 19 Blythswood Square buildings. The post holder is responsible for the supervision and daily task management of a team comprised of Facilities officers, Reception and a Domestic Cleaning team. This is to support daily College activity of internal and external events and to support College staff.

This is a hands-on and client facing role, requiring diplomacy, a high degree of dynamism, flexibility and innovation while working with the teams and carrying out supervisory management to ensure our College stakeholders and customer's expectations are met in full.

The post holder will be required to work closely with the Facilities Manager in the planning and execution of all aspects of service delivery within both buildings and to ensure that Health and Safety and service delivery are not compromised.

The Facilities Supervisor will deputise for the Facilities Manager in their absence and to ensure a high standard of support to College staff is maintained. The Post holder is required to uphold the Colleges values and behaviours, leading by example in setting the highest standards while working with each of the three teams to deliver a consistently high- quality service within set budgetary parameters.

### SECTION 3 - Organisation Chart



### SECTION 4 – Dimensions

- 15,000+ visitors to the College per year
- In excess of 800 meetings and events held in College per year
- Over 120 College employees
- Supervisory responsibility for 3 Facilities Officers, 2 receptionists and 7 Domestic staff
- Adherence to Operations budgets

### SECTION 5 – Main responsibilities and role

#### The post holder will:

- Provide effective supervision of the team and deputise for the Facilities Manager in their absence.
- Assist the Facilities Manager with the planning, control and co-ordination of contractors for major work services. The post holder will ensure the maintenance and upkeep of both SVS and 19BS buildings by providing efficient management of minor works and initiating and planning the undertaking of routine maintenance by the Facilities Officer team.
- Provide pro-active supervisory management to all departmental staff in order to successfully support other Units and departments in all of the College's activities. The post holder will

liaise with the Events Team on a daily basis to ensure facilities are correctly set up in advance of events to ensure a safe, well maintained and customer focused environment.

- Promote Fire Safety and assist with the retention of all Fire Safety documentation for audit purposes. The post holder will ensure that all fire equipment, emergency lighting and the fire monitoring systems in College buildings are frequently tested and fully functional at all times
- Perform Health and Safety at Work inductions for all new staff and for those returning after a long period of absence. Assist the Facilities Manager with achieving full compliance of Health and Safety at Work legislation within College, maintaining and retaining accurate and up-to-date records for audit purposes.
- Ensure procedures for the security of both College buildings and their contents are maintained, ensuring opening and closing procedures for both buildings are followed by the Facilities Officer team and authorised key holders.
- Provide effective supervision of the Domestic cleaning team in order to maintain the highest attainable standards of internal and external cleanliness of both buildings. The post holder is responsible for the Domestic cleaning team's adherence to daily and weekly cleaning schedules and for the compilation and submission of cleaning materials orders, ensuring stock levels are sufficient and in line with monthly budgeted forecasting.
- Manage the College internal and external mail system, ensuring all mail delivered by Royal mail and any couriers, including bulk items, are received into College and stored securely. Outgoing mail is to be controlled by the Facilities Supervisor.
- Participate in College Admission and ceremonial duties as required.
- Be responsible for the compilation of monthly staff rotas and the management of holidays submitted through the College HR portal.

## **SECTION 6 – Planning and organising**

The role of Facilities Supervisor requires meticulous planning and organisation and consideration of others in order to be successful. The post holder should be highly proactive and have the ability to plan and work both independently and as part of a team. The post holder will work closely with the Facilities Manager and will be responsible for daily task management of the team. They must be able to anticipate issues that may arise and be able to utilise initiative and problem-solving abilities to resolve short notice issues which could cause potential disruption to the usual event planning and organisational process. The Facilities Supervisor is required to deputise for the Facilities Manager in their absence.

## **SECTION 7 – Decision Making**

Reporting to the Facilities Manager the post holder has supervisory responsibility for the management and service delivery of all associated Facilities tasks. The post holder will frequently make decisions around Facilities management within College policy and while ensuring that no financial impact occurs to the College. The post holder must be able to display clear thinking under pressure and make critical judgements often in time sensitive situations

## **Section 9 – Knowledge, Experience and Skill Set Required**

- Hold a level 3 award, certificate and diploma in Facilities Management or be willing to work towards this.
- NEBOSH/IOSH or equivalent qualification or be willing to work towards this.
- Experience of supervisory management in Facilities.
- Customer orientated with strong interpersonal skills.
- Ability to use initiative and adapt readily to change, often at short notice.
- Strong administrative skills, including IT, coupled with excellent organisational and record keeping skills.
- Able to meet deadlines and prioritise workload while delegating appropriately to all members of the Building Services team.
- Willingness to work flexible hours, including evenings and weekends.
- Ability to work independently and problem solve when the need arises.

## **Section 10 - Job Context and Special Features**

Due to the timing of events the post holder will at times be required to work early mornings, evenings and weekends subject to the requirements of the business. A flexible approach to the role is required.