

# Job Description

<b>Job title</b>	Facilities Coordinator	December 2025
<b>Reports to (title)</b>	National Operations Manager	
<b>Contract/Department</b>	Sky Spaces	Revision 1.0
<b>Location</b>	Sky Campus, Osterley	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

Responsible for overseeing the smooth delivery of day-to-day operations across assigned locations within the Sky Spaces Osterley Campus, including maintenance activities and management of physical spaces, ensuring they are safe, functional and meet SLA/KPI standards. You will represent Sky Spaces and will work with the customer Regional Facilities Managers, the Operations and Facilities Team to support the efficient delivery of operational, maintenance, and compliance activities.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Point of contact for the Sky Spaces Regional Facilities Manager, keeping them informed of issues across assigned locations
- Conduct daily walks of all assigned locations across the campus, ensuring overall standards including cleaning, building fabric and facilities are in good order, noting and raising any defects, actions or issues with the EMCOR UK Service Desk or relevant party and monitor through to completion
- Monitor and maintain compliance with health and safety, providing a safe working environment and ensure the correct signage is in place
- Attend site audits and housekeeping tours of the campus at the appropriate intervals, with the relevant service leads and customer as appropriate; raise any defects, actions or issues via the EMCOR UK Service Desk or relevant party and monitor completion
- Liaise with customers, contractors and supply chain partners as necessary to ensure all planned work is notified to relevant parties in advance, particularly where it may be impactful; ensure stakeholders and end users are informed in liaison with the customer
- Maintain day-to-day contact with the customer and attend meetings as directed, providing updates of all activities and raising topical issues as applicable
- Collate and provide data for reports and feedback to the customer and EMCOR UK management team as appropriate and required
- Carry out all necessary administration duties associated with the provision of facilities services for the campus, including management of shared inboxes, ensuring timely responses, efficient communication and escalation

# Job Description

- Manage locker requests, ensuring the My Locker app is updated
- Manage stationary and consumable supplies inventory for assigned locations
- Assist in the compliance with policies and procedures, SOPs/SDPs, safe working practices and best practice, liaising closely with the customer
- Ensure KPIs and SLAs are always compliant and support in the successful delivery of action plans to address any shortfalls with relevant parties
- Attend stakeholder meetings as a representative of EMCOR UK for assigned locations and follow up with any assigned actions as required, including those assigned to other areas of the EMCOR UK team; ensure feedback and updates are collated and communicated to all relevant parties at the appropriate intervals
- Organise and maintain close engagement with the colleagues, the customer and supply chain partners to ensure the smooth, day-to-day running assigned locations
- Assist with requests relating to workspace services and activities as requested
- Provide supply chain partner coordination for assigned locations in liaison with EMCOR UK colleagues and assist with directly employed Sky Spaces contractors where appropriate (restricted to non-technical support only)
- Maintain awareness of upcoming PPM and SI schedules for the campus to ensure work is conducted smoothly and impact to stakeholder and end users is minimised and communicated in a timely fashion as appropriate
- Provide help, advice and assistance as required
- Always promote the image of EMCOR UK and Sky Spaces, maintaining good working relationships with customers, suppliers and other external parties
- Successfully complete any training required within target timescales
- Establish a consistently positive working relationship with all customers and end users
- Contribute to and promote the One Team culture across the EMCOR UK team, other service providers and Sky Spaces
- Ensure compliance with all relevant end to end processes applicable to the role/assigned locations
- Complete any other reasonable requests as instructed by the customer, EMCOR UK management and leadership teams
- Behave consistently, in line with EMCOR UK's code of conduct and values

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Not applicable

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

# Job Description

## Professional Requirements

- Previous experience in high-end facilities management roles and environments across multiple locations
- Experience in media and broadcast environments advantageous
- Good knowledge of building operations plus associated guidelines
- An experienced Facilities Coordinator in business-critical operational environments
- Demonstrable knowledge of statutory regulations, current legislation and mandatory standards relating to safe working practices
- Excellent organisational and people skills
- The ability to monitor and maintain high standards of excellence in areas of quality, safety, operational performance and customer service
- Competent in the use of programs in the MS Office suite to produce written reports, tracking spreadsheets and presentations

## Personal Requirements

- Demonstrate empathy with customers, an ability to quickly grasp their needs
- Possess energy and infectious enthusiasm to deliver
- Demonstrate the ability to work in fast paced environments and to tight timescales
- Demonstrable ability to communicate effectively, verbally and on paper/electronically
- Possess determination and resilience to achieve objectives and targets when faced with challenges

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

This role is site based at the Sky Spaces Osterley Campus. Out of hours working will be required from time to time and overtime will be paid in accordance with terms and conditions of the role.

Confidential information may be accessed and handled as part of the role; no confidential or sensitive information should be shared with any unauthorised person at any time.

<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

# Job Description

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	