

Job Description

Job title	Facilities Administrator	February 2025
Reports to (title)	Account Manager	
Contract/Department	Sky Spaces	
Location	Sky Campus, Osterley with travel to various locations	

Job purpose

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

This is a seconded role working directly for the Sky Spaces customer, within the Sky Spaces Operations and Facilities Team. The Operations and Facilities Team is responsible for all building operations across UK&I, as well as the non-core markets across Europe. As part of the team, you will work with stakeholders to ensure the space operates and is used as designed, that all the basics are right, and we are providing a great colleague experience.

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.

- For day-to-day duties, the role will report to the Sky Spaces Senior Manager, Facilities Strategy and Performance, working in collaboration with the Sky Spaces Facilities and Operations Team.
- You will maintain all digital libraries, ensuring accurate filing and data management.
- You will support the development, maintain and promote FM process best practice across the Facilities Management Team.
- You will co-ordinate the delivery of a broad range of internal process improvement works and will help develop and embed systems, processes and information captures, to enable the team to enhance the operational performance.
- Assist in co-ordination of asset information, O&Ms, and as-built drawings and ensure the central facilities library is accurate and up to date.
- You will support the tracking of project budgets for the team, collating the budget and actual spend for all areas, driving conversations about prioritisation, risks and opportunities.
- Provide regular updates on owned project delivery and risk.
- Track record of delivery management and agile delivery methodology.
- Maintaining the centralised operations library and O&M database.
- Utilise network and influencing skills to ensure everyone is delivering as required to hit project milestones.
- Support facilities leadership to manage their priorities.

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Resource responsibilities

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

Support the tracking of project budgets for the team, collating the budget and actual spend for all areas.

Help develop and embed systems, processes and information captures and ensure the central facilities library is accurate and up to date.

Person specification

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

- Proactive self-starter who can spot opportunities for improvement.
- Must have previous facilities management experience, working in a fast passed property team.
- Project management qualification, skills and understanding of agile delivery methods.
- Ability to influence and manage stakeholders at all levels within the organisation.
- Great at building relationships both within and outside EMCOR UK and Sky Spaces.
- Organised, with the ability to manage multiple tasks at the same time.

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 will be line managed by the EMCOR UK Account Manager for the Sky Spaces account, seconded to our Sky Spaces customer for day-to-day responsibilities. The following is an overview of the Sky Spaces customer and their objectives:

Our job in Sky Spaces is to help everyone work, connect and thrive at our c.20 locations across the UK, ROI and group satellite sites. We go out of our way to provide people with the things that make their lives at Sky just a little bit easier – from great working environments to subsidised gyms and from fantastic food and drink options to top quality cycling and lifestyle services. We ask our people to offer the best service in the UK. The same is true of Sky Spaces, with our customers being our colleagues. We obsess about getting the basics right whilst also creating spaces to shout about. This is underpinned by always ensuring our team can be their best selves at work and being leaders in workplace sustainability. Our goal is to make Sky a brilliant place to work.

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Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	