

## Job Description

### Job Title: Facilities Support Advisor

#### **About SLC**

Student Loans Company is a non-profit making Government-owned organisation set up in 1989 to provide loans and grants to students in universities and colleges in the UK. We are responsible for student support delivery in the UK.

#### **Company Mission**

We enable our customers to invest in their futures by delivering secure, accurate and efficient assessment, payment and repayment services.

#### **Company Vision**

Our vision is to be valued as a digital, customer-focused, centre of excellence.

#### **Job Details**

**Overview of department:** Property & Facilities team responsible for maintaining a healthy and safe working environment

**Grade:** G2

**Reporting to:** Facilities Support Team Manager

**Budget Responsibility:** None

**Line Management Responsibility:** None

**Job Purpose:** Delivery and support of health, safety, fire and sustainability functions, stores, project support, workplace recovery & facilities strategy

#### **Key responsibilities:**

- To participate in the implementation of all facilities based projects and small office moves
- To participate in the creation of business cases, project justifications
- Liaise with contractors and ensure delivery of project within set timeframe
- To carry out Safety Audits Management programme within the organisation
- To manage the day to day requirements of the risk assessment programme, including carrying out new risk assessments, reviews and closing off of any actions
- To carry out regular audits to ensure compliance with statutory requirements
- To manage day to day requirements to comply with the fire regulations including ensure fire log books are up to date
- To manage all aspects of home working, including arranging risk assessments, following up on actions, arranging furniture etc
- To manage all risk assessment programmes (e.g. Legionella ACOP, Fire, Asbestos and general risk assessment) and follow up and complete actions
- To carry out statutory requirement audits and follow up actions

- To participate in all Workplace recovery testing
- Implement changes to SLC when relevant Environmental, Health, Safety and Environmental Legislation identified
- Ensure that all relevant health and safety procedures, instructions, risk assessments, safety audits are identified, introduced and kept up to date to reflect legislation or routine changes.
- To participate in any associated training, and to train others as necessary on Health and Safety, Fire & Sustainability
- Maintain records and necessary documentation for Sustainability reporting to DfE
- To undergo all such reasonable training as may be required by the company
- To undertake other reasonable duties as assigned from time to time by the Facilities Manager
- To assist in managing relevant contracts within Facilities in conjunction with Commercial
- To support mailroom functions
- To support the records management process within the department
- To maintain and produce statistics for submission internally and externally for Health, Safety and Environmental performance
- To assist in the mail room with all incoming and outgoing mail and courier delivery's when necessary
- Participate in workplace recovery planned testing exercises as part of the Recovery Team and follow through findings and recommendation reports
- To manage requests for boxes from customers and outsourced suppliers
- To assist with day to day functions of warehouse tasks
- To manage the data records for boxes located at Iron Mountain

**Knowledge, Skills and Experience:**

- Education which includes a high level of literacy and numeric skills  
Higher education – minimum  
HNC/HND/SVQ4/NVQ4 – maximum
- Administrative or clerical knowledge at an advanced level (3)
- High level of IT literacy in MS Office packages (Word, Excel, PowerPoint), Lotus Notes
- Good communication skills and ability to communicate at all levels
- Fully conversant with current Health and Safety legislation
- Experience within a similar Facilities role is preferable