



# THE WEST GROUP LIMITED

Design & Supply of Fluid Control Solutions & Components

**Name:**

**Job Title:** Building Supervisor

**Job Role:** Reporting to and taking direction from Facilities and Health & Safety Manager (FHSM), managing two Waterlooville sites to ensure all facilities are maintained and compliant with health and safety regulations.

**Job Responsibilities:**

- Supervisor of two of our Group Waterlooville buildings and first point of contact for all building issues.
- Respond to any issues out of hours that cannot be resolved by external contracts such as fire or security, with escalation to FHSM where necessary.
- Supervise work undertaken by Building Maintenance Team at associated site and feedback any issues to FHSM.
- Check that agreed work by contractors in the building has been completed satisfactorily and follow up on any deficiencies prior to sign off.
- Ensure that the buildings are a safe environment, both mentally and physically, for all staff and visitors.
- Supporting Health and Wellbeing initiatives and coordinating any wellbeing events in the buildings.
- Promotion of all accident, incident and near miss reporting
- Provide H&S inductions to new members of staff resident in associated buildings.
- Ensure all weekly/monthly safety checks within the building are completed and recorded appropriately (e.g., fire alarm testing)
- Participate in monthly Health & Safety Committee meetings to support the conformance to Health and Safety regulations.
- Attend Site Meetings and provide building updates for buildings being supervised.
- Support FHSM to complete actions arising from external building Health & Safety Audits.
- Undertake monthly internal H&S Audits across departments situated within associated buildings.
- Act as Incident Coordinator for all major incidents that occur during office hours and support Fire Marshals in the delivery of fire safety procedures.
- Act as keyholder for all Waterlooville sites.
- Agree receipt of deliveries and ensure secure storage of supplies. Identify any delivery issues and monitor/feedback as required.
- Liaise with Facilities Assistants regarding any cleaning issues or requirements as necessary, raising any performance concerns with FHSM.
- Coordinate the availability of associated sites to support flexible working for staff between 7am and 6pm
- Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences as appropriate.
- Ensuring good neighbourhood relations and liaising with neighbours as appropriate

Company Responsibilities

- To act as an ambassador for the company, promoting a positive image both internally and externally, demonstrating support of our strategic direction.



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- Learn and adhere to all relevant Procedures and Systems.
- Support the delivery of Company Objectives, departmental performance indicators, time recording and cost controls.
- Contribute to the continuous improvement of the business in support of ISO standards.
- Keep a clean desk environment in the interests of organisation and safety.

## Required Job Skills:

- IOSH/NEBOSH certification desirable
- Experience of supervision of buildings advantageous with at least 1 year of experience in a similar role.
- A good knowledge of Health and Safety requirements to support H&S audits and compliance to Health and Safety Regulations
- Knowledge of ISO standards desirable
- Strong organisation and time management skills
- Able to juggle multiple demands and priorities successfully.
- Adaptable and able to work flexibly.
- Enthusiastic and approachable team player who enjoys working with others.
- Must have ability to form strong working relationships across all sites and all group companies.
- Full driving license preferred but not essential.
- Excellent written and verbal communication skills with good working knowledge of Microsoft Office
- Knowledge of SAP advantageous

You are required to adhere to the company standard terms and conditions of employment and to be aware of your duties as an employee of the company with regard to the quality management system, general standards, health and safety and confidentiality.

**Signed:**

**Date:**