

About us...



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

<p><b>Job purpose:</b></p>	<ul style="list-style-type: none"> <li>- Supporting and inspiring a team of Facilities operatives to achieve success in maintaining our trading sites, commercial, central buildings and infrastructure to the highest possible compliance standards.</li> <li>- Ensuring that all of our assets are kept in a healthy and functional condition, using knowledge of legal requirements and by ensuring that all Planned Preventative Maintenance (PPM) activity is carried out.</li> <li>- Managing the compliance of the Society's internal and external property portfolio.</li> </ul>
<p><b>You'll report to:</b></p>	<ul style="list-style-type: none"> <li>- Facilities Manager</li> </ul>
<p><b>Your hours</b></p>	<ul style="list-style-type: none"> <li>- 37.5 hours per week.</li> </ul>
<p><b>Your relationships:</b></p>	<ul style="list-style-type: none"> <li>- A wide range of internal and external contacts, networks and collaborative partnerships, including colleagues, trading locations, consultants and contractors.</li> <li>- Key internal relationships include Trading, Finance and Property teams, as well as support teams including IT, Communications, Marketing and Health and Safety.</li> </ul>
<p><b>What you'll bring to us:</b></p>	<ul style="list-style-type: none"> <li>- Must hold IFWM minimum level 3.</li> <li>- Previous experience in a similar role is essential.</li> <li>- Excellent literacy and numeracy skills and proficient in the use of Office 365.</li> <li>- Knowledge of Lincolnshire Co-op and of the Co-operative business model, demonstrating values that would support our purpose and approach.</li> <li>- Excellent interpersonal skills, demonstrating high levels of professionalism at all times.</li> <li>- A pro-active, enthusiastic and confident nature.</li> <li>- A willingness to help stores in the local area when support is needed.</li> <li>- A commitment to completing a number of courses which may be relevant to the role, including IOSH working safely.</li> <li>- Full driving licence and access to a vehicle for business use.</li> </ul>



**Providing and supporting**  
valued services



**Helping to grow the**  
local economy



**Caring for our**  
health and wellbeing



**Looking after**  
our local environment

## Together we are...

**Your Purpose** – I will contribute to my team and the Society’s ongoing success in this role by...

### Your duties and responsibilities:

- Setting technical standards for the business in line with statutory and/or good practice guidelines.
- Providing guidance and support for the front-end delivery teams to ensure compliance with adopted technical standards.
- Ensuring the delivery of all asset PPM and statutory requirements is carried out and remedial actions are completed alongside completing any relevant documentation.
- Drafting and rolling out technical standards across the Society, completing relevant audits to ensure ongoing compliance.
- Reviewing the latest guidance and legislation to interpret and ensure that the Society remains fully compliant.
- Liaising with the Group Property Management Manager, Facilities Manager and Health and Safety management to ensure overall best practice is adopted and that there are no gaps in any documentation or audit activities.
- Providing summary reports and data recommending business changes including the outline effects on overall operations and cost base.
- Preparing monthly reports overviewing the performance of the business in relation to compliance.
- Supporting the Facilities Manager and Group Property Manager with Fire Risk Assessments.
- Ensuring all Legionella checks are scheduled, completed and any remedial works are completed.
- Supporting the Facilities Manager and Group Property Management Manager with all aspects of statutory compliance and provision of an effective physical environment, including the review, preparation, implementation and control of systems and processes.
- Supporting the Facilities Manager with the management of refrigeration, mechanical and electrical suppliers.
- Monitoring and updating systems ensuring PPM and statutory compliance tasks are recorded as completed.
- Providing on-call out of hours support to advise on the best course of action in emergencies outside of standard working hours.
- Checking and approving invoices for approved suppliers.
- Overseeing the approved contractors list for designated suppliers.
- Completing any ad-hoc duties as requested by the Facilities Manager and Group Property Manager.
- Supporting the Group Property Manager and Facilities Manager with standardising compliance across the teams.



## Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

## Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

### I will be helpful by:

- Responding positively to requests from colleagues and customers.
- Trying to get it right first time.
- Resolving customer complaints and take corrective action.
- Sharing my knowledge with my colleagues.
- Offering to help before being asked.
- Going above and beyond.
- Contributing to the team and its success.
- Being approachable and available when colleagues need support.
- Adapting quickly to changes or new requests.

### I will inspire others by:

- Supporting and encouraging one another.
- Being a positive role model.
- Listening and learning from my colleagues and line manager.
- Building strong relationships with customers and colleagues.
- Suggesting new ideas and trying new things.
- Taking pride in my work and celebrating success.
- Recognising and appreciating the achievements of others.
- Demonstrating a positive attitude, even in challenging situations.
- Encouraging innovation and creativity within the team.

### I will be trustworthy by:

- Using good judgement in all situations.
- Being open and honest.
- Take responsibility for my work and delivering positive outcomes.
- Treating everyone fairly and with respect.
- Doing my best for each other and our communities.
- Following through on promises and commitments.
- Protecting confidential information and respecting privacy.
- Owning mistakes and learning from them.
- Providing accurate and honest feedback to help others improve.
- Acting consistently with the Society's purpose and approach.