

Head of Facility Management, Health and Safety United Arab Emirates Posted on 12/07/2022 Trending

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Company: Abu Dhabi Islamic Bank PJSC

Location: united arab emirates

Category: other-general

Role : Head of Facility Management, Health and Safety Location : Abu Dhabi

Role Purpose:

Responsible for facility Management function throughout the UAE.

FM team restructuring including developing SLA's, KPI's etc.

Mentoring and managing FM team.

Client Liaison

Review and improve delivery model and standards of FM service providers

Key Accountabilities of the role

To manage the Facility Management Function of a large mixed-use portfolio throughout the UAE.

To effectively manage and train a team of Facility

Engineers/Manager/Inspectors/Administrators including setting objectives and appraisals to ensure team achieve best practice with appropriate certified qualifications.

Maintain the portfolio in accordance with Best Practice ad to ensure that the properties are available to be occupied.

To assist MPM management in reporting and providing budgets to clients with accuracy.

To ensure effective PPM and annual maintenance programs across the Portfolio.

Contract negotiation and management of Service Providers to the Portfolio.

Ensure conducting inspection for all MPM properties under his name, report the status of any health and safety issues and take required measure and escalate (as needed) to other action owners within MPM and /or ADIB and /or owners and /or authorities to rectify those safety issues and prevent and health and safety incidents.

Ensure rotation between contractors based on cap of their capabilities and classification.

Review the capability of the current service providers and classify them. Do qualifications for new service providers to allow for competition, classify them and register them.

Tendering FM contracts and works and to provide effective reports to MPM Management.

Client Liaison on a regular basis to report the performance of the building

General:

Carry out all the responsibilities in accordance with the company policies and applicable procedures.

Liaise with the Property Owner/Client on a regular basis to report on property performance and operations

Visit branches of other regions and on regular basis to ensure the branches is managed according to best practice.

Resolving maintenance issues relating to the Property.

Escalate any owner's related matters to the Property Services Team.

Effectively manage all Service Providers for both hard and Soft Services across the portfolio.

Timely and efficient completion of routine / job r dated tasks and responsibilities.

Setting scope of work and KPI's relating to the Service Providers.

Ensure that FM team provide best practice for maintenance and that all jobs are completed in good and time, fashion

Maintain high customer satisfaction.

To carry out periodic inspections of the portfolio ensure standards and responsibilities are adhered to.

Provide the periodic reports to the COO accurately and punctually.

Ensure conducting inspection for all MPM properties under his name, report the status of any health and safety issues and take required measure and escalate (as needed) to others action owners within MPM and /or ADIB and /or owners and /or authorities to rectify those safety issues and prevent health and safety incidents.

Ensure H&S policy is implemented at properties property complies with statutory regulations as well as reporting and raise the same.

To effectively manage the portfolio and maximize the income.

Ensure an effective Health & Safety Policy is followed in compliance with all necessary regulatory authorities.

Create best practice SOP's or procedures and arrange training if required.

Attend Site inspection in coordination with maintenance team and property management team to address issue and verify standards.

Demonstrate good CAFM skills and implementing a new CAFM to comply with the department requirements.

Ensure that maintenance on all vacant units is completed in a correct and timely fashion so that they are ready to be occupied

Specialist Skills / Technical Knowledge Required for this role:

Engineering University Degree

Good communication skills

Good market knowledge

Excellent knowledge of Outlook, Excel, CRM etc.

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