

Job Vacancy

Realise the next step
of your career

Facilities Manager

POSITION TYPE: Full time, permanent

LOCATION: Ipswich, Suffolk



Introduction

Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

'you work with friends not colleagues' (Area Technical Sales Manager)

'the Company really looks after you as a person' (Technical Administrator)

'there is a strong commitment to employees and sense of trust and fairness' (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we were the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be reaccredited in 2024 for the third time at platinum level as well as achieving the 'We invest in Wellbeing' Gold award on our first attempt.

Bauder is an Equal Opportunities employer

Bauder Ltd
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England
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Job Specification

March 2023-v3

Objective:

The Facility Manager is responsible for the delivery of facilities services across the company premises. Key focus for this role is to ensure that all facility management services are delivered in a confident, efficient and safe manner ensuring the premises are legally compliant and maintained to a high standard. Out of hours or weekend work may be required on occasion

The successful candidate will be able to work in a highly organised, methodical manner, be self-driven, and a team player with the ability to be able to prioritise own workload, have excellent communication, analytical skills, be computer literate and experienced in using Microsoft office software packages.

Outline of Responsibilities/duties:

Management:

- Maintain up-to-date, maintenance records & electronic files and ensure compliance requirements are met regarding the servicing & repairs at the company Premises
- Control & monitor the facility budgets around maintenance & purchase of equipment (consumables) within budget & ensure quality work & value for money
- Manage (& plan) the programme of works planned & unplanned works
- Manage all contracts for M&E, book annual & biannual visits
- Responsible for the external cleaning contract, ensuring the contract requirements are actioned. Liaise with the cleaning company managers & act on any feedback from cleaners or Bauder staff
- Responsible for facility catering contract, ensuring that contract requirements are adhered to and periodically reviewed for potential improvements
- Work with H&S Manager ensuring the building meets all H&S/Insurance regulations ARAP
- Work with the Warehouse & Logistic Managers over pre & unplanned works
- Main contact for management of third party inspections and overseeing site restaurant operations

Line Management:

- Management and supervision of the Reception/Switchboard and facilities team
- Full accountability for the team and its output, ensuring high standards are maintained across reception responsibilities
- Ensure the company's culture and values are maintained, and upheld, setting an example to the team
- Lead with empathy and positivity, alongside an emotionally intelligent and nurturing approach
- Responsible for training and developing the team where required, undertaking appraisals and performance reviews, including identifying any training needs

Practical:

- Book, organise and monitor all planned & unplanned maintenance works on company premises
- Respond to emergencies i.e. flooding/welfare facilities un-serviceable
- Weekly walkaround inspections of company premises

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- Ensure utilities are working, boilers, heating, lights, ventilation etc internally/externally working
- Ensure Electric Car Charging Points are secure & maintained
- Manage contractors when on the company premises including inductions
- Escalate any H&S issues in the building to the H&S Manager.
- Liaise with parties involved in building insurance inspections
- Liaise with Department Heads on works being carried out, impact on the department

Contract Management:

- Manage, monitor & review all facility contracts on quality, value for money & service provided
- Implement & control a rolling 12-month pre-planned maintenance programme of works, including costs.
- Highlight & track renewal dates and end of contract dates & liaise with all parties involved over renewal requirements i.e. level of service, increase of costs & any changes of service requirements.

Security/Fire

- Ensure 'emergency/out of hours' call out list is correct & key holders are aware of the call out process
- Active participation/on out of hours notification – main point of contact for security companies/ability to respond and be on site within 30 minutes when required
- Liaise with security companies over notification of out of hours work monitoring i.e. weekend/evening
- Monthly check of physical security & fire management systems, external & internal
- Ensure all systems are operational, maintained (annual, biannual maintenance) & fit for purpose carried out by qualified engineers & within budget
- Responsible for security contracts & ensuring companies are complying with contract conditions
- Liaise with security companies over notification of out of hours work i.e. weekend/evening
- Update/remind staff on Suspicious Persons Policy & understand action to be taken
- Report to Directors any high-level security concerns
- Keep a register of all security incidents including police report serial numbers

Security/Fire Practical:

- Ensure all services & equipment are maintained on a regular basis
- Know how to operate security systems - security alarm/intruder detection/door
- Be able to isolate alarm & fire systems/areas when required
- Manage NET portal/register for all security & door fob holders
- Maintain key safes & registers (incl new starters/leavers) physical keys i.e. yale & padlock
- Ensure CCTV/Alarm & Fire systems have regular maintenance
- Ensure premises boundaries are secure

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Job Specification

Feb 2026-v6

- Maintain a list of 24-hour emergency contact numbers for incidents i.e. glaziers/security companies

Building & Project Works:

- Liaise with all parties internally/externally on agreeing commencement dates & programme of works.
- Liaise over provision of risk assessments/method statements, in date insurances and competence training & experience.
- Ensure all planned works meet the agreed deadlines & agreed budget figure
- Floor layouts/room planning
- Requirements/function of areas – rest rooms etc
- Location of utilities
- Furniture/carpets etc

Standard management of Waste & Drainage:

- Ensure that the premises commercial waste is disposed of using a certified waste management company
- Ensure all transfer wastes notes are in date, received and kept within FM management system
- Ensure that all sanitary waste is disposed of using a certified waste management company i.e. Sterling Services.
- Work with Department Heads with office/warehouse & training room waste types i.e. correct segregation of waste into general & recycling.
- Understand the drainage system on the premises i.e. foul & surface water runs
- Ensure drain covers/grids are maintained
- Mark different drainage plans clearly in blue or red & keep plan up to date

Information Technology:

- Support to Bauder Tech Group with preparing equipment for new starters from current hardware stock at Landseer Road
- Storage and allocation of equipment ready for installation following agreed IT process

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Key skills/ qualifications / criteria

- Experience in facilities management across multi-site environments
- Strong knowledge of H&S legislation, statutory compliance
- A confident leader, with strong communication at all levels
- Excellent analytical and problem-solving skills
- Effective communication and interpersonal skills
- Experience preparing for audits (ISO 9001, ISO 14001 , ISO 45001)

Qualifications

- FM-related qualifications (IWFM Level 4 diploma/Level 4 apprenticeship or equivalent)
- Project coordination / project management experience is desirable
- IOSH Managing Safely/NEBOSH qualification
- A full UK driving licence and willingness to travel between sites liaise with all parties internally/externally

Experience

Extensive experience in facilities management



Gavin Graham, H&S/ISO Manager

Here's a little insight into the team you will be joining. We are a close-knit team, whose ethos is supporting each other and working together. We pride ourselves in recognising each other's strengths as well as day-to-day challenges and stepping in when we identify that some assistance in the team is needed. You will be working alongside the Operations Director, Operations Support Manager, Health and Safety Coordinator, Facilities Support Coordinator, 2 Receptionists and myself.

Our role is to ensure the smooth operation of the day-to-day function of the business and proactively ensuring people have a safe and enjoyable workspace to come into daily.

If you are looking for a position where no two days are the same, for example, you might be dealing with facilities walk arounds, managing external maintenance contractors, supporting with organisation of equipment maintenance.

This role will suit someone who enjoys challenges, is able to think on their feet with excellent organisational & prioritising skill sets when managing daily work and managing a team

Whilst the role is busy and varied, we are aware that it is important to enjoy your work and we ensure no matter what we are doing each day, we ensure we have the time engage with each other and acknowledge achievements along the way.

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