

Job Specification

Title: Facilities Assistant (6 month FTC)

Department: Facilities

Reporting to: Facilities Manager

Chargeable hours: N/A

The Facilities Department

This is a fantastic opportunity to join our friendly Facilities team on a 6 month contract basis, in the office full-time. Currently made up of a Facilities Manager and Head of Business Services, the Facilities Assistant will report directly to the Facilities Manager.

The Role / Duties & Responsibilities

The role:

The role will support the management of the maintenance of the premises so as to provide a healthy, safe, clean and ergonomically sound working environment for partners and staff.

Responsibilities include:

- Arrange and supervise works carried out by external contractors in respect of the building, to include maintenance and repairs. To check all works carried out by them is completed to our specification and within their contractual obligations.
- Assist to ensure the air conditioning and heating are maintained at the right temperature throughout the building; log and report all faults to the building management. Check all works carried out on behalf of the landlord are completed properly and on time.
- Ensure all minor repairs to the plumbing including hot water, drainage systems, toilet systems, leaks and blockages are repaired promptly.
- Ensure the amenities and equipment within the kitchens and WCs are working. Report any relevant issues to the Facilities Manager or Building Manager as appropriate.
- Assist with the management of maintenance contracts for any minor repairs to the premises with regard to electrical, mechanical, carpentry and plumbing work.

- Monitor our maintenance company's log books to ensure all planned work is carried out in accordance with our contract.
- Undertake a daily check of floors to log all faults or issues and update the Facilities Manager as appropriate.
- Ensure the basement area is maintained in a clean, tidy and safe condition. Undertake periodic checks of areas to ensure items are kept where appropriate. Report any fire hazards or other health and safety risks to the Facilities Manager.
- Log all faults reported by staff, action and follow up on progress to resolution. Communicate with internal clients as necessary to keep them updated. Escalate issues to Facilities Manager when required.
- Maintaining all departmental spreadsheets with the newest information.
- Undertake monthly check of Cotag records to ensure details are kept up to date and access is cancelled where appropriate.
- Carry out tasks as required to maintain a safe and comfortable working environment including repairs to or replacement of office furniture and equipment e.g. chairs, shelves, cupboards, floor boxes, etc.
- If qualified to do so, undertake DSE assessments and review workstation checklists.
- Set up and check workstations for all new joiners and leavers; ensure all relevant furniture and equipment is provided or reused (as appropriate) and the workstation is available for immediate use. Liaise with IT department as required.
- Undertake new joiner induction sessions.
- Assist Facilities Manager with office moves including forthcoming projects. To include moving client files and furniture, liaising with General Office, IT department and movers, and arranging for crates/boxes to be supplied on request. This may require some overtime, which is to be agreed in advance.
- Maintain the asset register to ensure we have an up to date and accurate record of all facilities assets and that it is updated each time an asset is purchased, moved or disposed of. Arrange repairs and replacements as and when necessary.
- Liaise with the cleaning company to ensure periodic and contract work scheduled are fulfilled and that work is completely satisfactory.
- Maintain a list of suppliers and ensure their contact details are kept up to date and contract renewal dates are diarised. Retain a signed copy of our contract with each supplier.
- Undertake a weekly check of meeting rooms and client facing areas to ensure the highest standards are maintained.
- Undertake a monthly stock check of all staff kitchen supplies and re-order as appropriate.
- Liaise with the Reception Supervisor for feedback on any issues she is aware of then take action to correct them.
- Produce monthly KPIs for facilities work.
- Act as a fire marshal for fire and evacuation and to understand how the fire alarms system operates. Training is to be undertaken where appropriate.
- Act as a first aider and understand how the accident reporting procedure operates. Training is to be undertaken where appropriate.
- Cover for the Facilities Manager during holidays and other absences.
- Perform any other necessary duties as directed by the Facilities Manager.



Person Specification

Our ideal candidate will have:

- A minimum of 2 years' experience within the Facilities department of a professional services organisation is essential.
- Meticulous attention to detail and accuracy is key.
- Trained fire marshal.
- Excellent client service skills, internal direct client contact and client care.
- Prioritises tasks effectively, able to juggle tasks and work to deadlines. Achieves results within given timescales.
- Excellent co-ordination and organisational skills, is thorough and diligent.
- Able to demonstrate experience and an awareness of health and safety matters.
- Has a positive work ethic, 'can do' and flexible attitude and is a real team player.
- Communicates effectively and clearly at all levels.
- Demonstrates energy, enthusiasm and drive.
- Good IT skills - Microsoft Word and Office packages.
- Knowledge of document management system and e-filing is advantageous.
- Trained in DSE assessments is desirable.



About Us

Fladgate has a broad skills base that covers a wide spectrum of legal services across the business lifecycle and shaped to operate collaboratively to move fast and flexibly:

- Dispute Resolution: which includes regulatory, corporate governance and investigations, banking and financial services litigation, international commercial arbitration, insurance, contentious trusts and family, civil fraud and asset protection
- Corporate: including private capital, capital markets, M&A, tax, restructuring and employment
- Real estate: including planning, construction, real estate finance and real estate litigation.
- Funds, Finance and Regulatory: including investment funds, private equity, fund managers, asset and investment managers, promoters, sponsors and investors

Fladgate is a nimble 80 partner law firm known for its ability to work on fast moving, complex challenges requiring enterprising and commercial solutions.

In addition to advising a substantial UK-based client base, the firm provides a proactive and efficient service for clients with international business through specialist groups which serve continental Europe, India, Israel, South Africa, the Middle East, Russia/CIS, US, Canada and the Asia Pacific region. Operating from London and comprising multilingual and multi-qualified lawyers, these groups facilitate cross-border activities for a diverse range of companies. The firm is a member of the International Lawyers Network, a worldwide non-exclusive association of high-quality full service law firms based in 67 countries.

For more information visit our website at www.fladgate.com

Inclusion & Diversity



“As the new Senior Partner of the Firm, I am acutely aware that our vision and values are built around the word ‘personal’. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not ‘soft’ business aspirations, they are fundamental to our success”

Sunil Sheth, Senior Partner



I&D - Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

- Developing a diverse leadership - we have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and in the last 18 months 4 out of 9 people joining the partnership were women.
- Attracting a diverse work force. This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews;
- Engaging with everyone in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.
- Helping all our people in all roles to achieve their full potential. We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.

For everyone including our clients we are striving to:

- Ensure that contact with us, including for example at events we organise, is always inclusive and appropriate for all, all preferences will be catered for.
- Endeavour to ensure our teams working on different client matters reflect the right balance of gender and ethnicity.
- Develop and support our client's own inclusivity and diversity objectives by running industry specific workshops and seminars together.
- Have regular open conversations with clients about progress around inclusion and diversity.



Women in Law Pledge



Benefits

We reward our staff for their continued commitment to the success of this firm with a comprehensive range of benefits.

On joining:

- Life assurance scheme – 4x annual salary (non-contributory)
- Annual holiday entitlement – 26 days per calendar year (full time)
- Flexible holiday scheme - buy up to five days extra holiday per annum
- New business bonus - calculated as a percentage of work introduced
- Staff introduction bonus - £1,000- 5,000 depending on vacant role
- Personal training/yoga – free weekly sessions
- Free online GP service - 24/7 online video GP consultations

After 2 months:

- Group personal pension plan - 4%-5% employer contributions, matching employee contributions of 4% -5% (automatically enrolled). Processed via salary sacrifice 50% of employer NI savings added to contribution

After 3 months:

- Company sick pay scheme
- Group income protection
- Season ticket loan
- Private Dental Plan – payable through monthly payroll
- Gym membership scheme – interest free gym membership loan
- Eye test vouchers – every two years

After 6 months' service and end of probationary period:

- Private medical scheme insurance medical insurance scheme (non- contributory)

Dress for your day policy: Our intention is to allow our people to choose a dress code suited to their daily schedule in order to maximise comfort while still maintaining a professional image.

Parental Leave & Maternity Policies

Our aim is to create a culture where our people can thrive and feel supported at work. As such, the firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

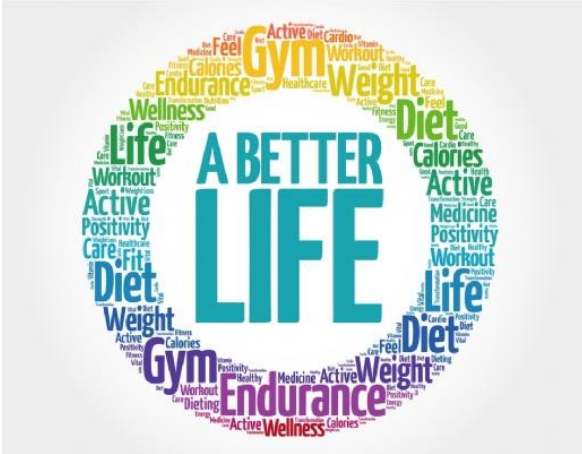
Our parental leave policies* cover:

1. **Maternity** - We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility*. If eligible, EMP provides 100% of your salary in weeks 1-12 and 50% of your salary in weeks 13-24. Weeks 25-39 are at the government set rate (or 90% of salary, whichever is lower). In order to receive EMP, you must undertake to remain continuously employed by the Firm and to return to work for a period of at least 6 months from the date of your return to work before providing and notice of resignation*.
2. **Paternity** – We offer enhanced paternity pay (EPP) as full basic pay for up to 2 weeks*.
3. **Shared Parental Leave (SPL)** – SPL allows parents to take up to 50 weeks' shared leave in total following the birth or adoption of a child*.
4. **Adoption and Surrogacy***
5. **Ordinary Parental Leave** – Allowing up to 18 weeks unpaid leave for employees who have parental responsibility for a child / children*.

*Full details can be found in our staff handbook, which will be provided upon offer of employment.



Wellbeing



The firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.

Our Wellbeing programme consists of four key pillars:

Physical Health

- Bupa private medical insurance (optional benefit to join after six months' service)
- Eye test vouchers
- Optional dental insurance
- Flu jabs
- Weekly personal (group) training sessions
- Gym and sports club loans and cycle to work scheme
- Various sports teams and groups across the firm



Mental Health

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling sessions available via the EAP where needed
- YuLife health and wellbeing app
- Annual holiday entitlement and flexible holiday scheme, and the opportunity to buy up to an additional two weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions



Financial Health

- Group personal pension and group income protection scheme
- Life assurance (4x salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Marriage / civil partnership gift
- Financial management workshops inc. mortgage and pension management



Social & CSR

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law

