

JOB DESCRIPTION	
Title: Facilities Lead	
Location: TV2, Gateshead	Date: September 2025
1. Job Output: We are looking for an organised and efficient facilities coordinator to manage and maintain our TV2 plant and building amenities. <ul style="list-style-type: none"> • Review of service contracts with suppliers looking for both improved service and cost improvement opportunities • Organise legal inspections of plant equipment • Management and liaising with Contactors • Communicate and control Facilities budgets with engineering manager 	
2. Key Processes: (Ownership / Accountability) <ul style="list-style-type: none"> • Organise all Engineering and maintenance service contracts to be completed on schedule • Manage relationships with contractors and service providers, review and renew service contracts as required. • Organise repairs and/or inspections of site fire equipment • Improve site safety and security • Organise the repairs/replacement of site infrastructure as required – roof/concrete/etc • Organize site inspections in relation to PUWER/LOLER (fixed ladders, platforms, lifting equipment, etc) 	
3. Organisational Relationships: <ul style="list-style-type: none"> • Receives operation guidance from maintenance manager • Support maintenance team with CMMS Leadership Accountabilities: Manager insurance partnerships (FM Global)	
4. Key Customers and Suppliers <ul style="list-style-type: none"> • Attend plant meeting where required to fulfil business objectives External: <ul style="list-style-type: none"> • Building and facilities service contracts Internal: <ul style="list-style-type: none"> • Process improvement teams 	

5. Measurement of Effectiveness:

- Service contract compliance >85%
- Safety Critical/Legal inspections at 100% Achievement of goals
- Facilities related Works order backlog
- Management of facilities budget