

ROLE DESCRIPTION

Premises & Facilities Lead: (this role may be shared between two people)

In order to ensure that the Library building is effectively maintained and utilised , we need additional support to either take on the role of Premises & Facilities Lead, or support those currently involved.

Specific responsibilities:

- To take responsibility for monitoring the physical condition of the Library building and to report to Trustees when a need for maintenance or refurbishment work is identified
- When the maintenance or refurbishment work is identified and agreed, to liaise with suppliers to elicit quotations and due diligence for work required and report to Trustees. NB quotations up to £100 do not need to be agreed by Trustees and the P and F Lead may progress these works without reference to Trustees.
- To liaise with suppliers to ensure that all works progress satisfactorily. Report to Trustees where difficulties emerge.
- To liaise with the Finance Lead to ensure efficient payments to suppliers, providing works are completed satisfactorily.
- With the Finance Lead, to ensure that services to the Library, eg Electricity Supply, insurance etc are procured efficiently and with best value
- To continue to explore possibilities for the future purchase of the Library building, on the instructions of Trustees
- To organise legal and statutory testing of services and facilities on a regular basis, ie. hot water, asbestos, fire extinguishers and electrical items.