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Home > Explore roles > Management > Roles in management > Operational management > Facilities management

# **Facilities management**

Facilities managers ensure that the services that patients need during their stay in hospital are available, such as meals, linen and a clean environemnt.

### Working life

As an NHS facilities manager, you're typically responsible for a broad range of services including:

- catering
- cleaning
- building maintenance
- · environmental services
- security
- · reception.



### Roles in facilities management

Roles in facilities management are varied and available at different levels. Here are some examples:

As a facilities manager in healthcare, you're typically responsible for catering, cleaning, building maintenance, environmental services and security

- Domestic services manager
- Domestic supervisor
- Senior facilities manager

#### Domestic services manager

As a domestic services manager, you'd be responsible for planning and organising the work of those carrying out cleaning and other housekeeping tasks. Domestic supervisors (below)

would usually report into you.

#### **Domestic supervisor**

In this role you'd be expected to:

- supervise housekeepers [1]
- ensure all areas are cleaned to the required standards adhering to the National Specification for Cleanliness
- manage all the domestic and environmental services at the site
- monitor and record cleaning standards and monitoring scores
- manage the facilities management functions at site to ensure all tasks are completed to the required frequencies

#### Senior facilities manager

In this example, based in a trust providing mental health and learning disabilities services, you'd be responsible for a number of areas including all aspects of:

- car park management
- catering
- laundry management
- cleaning management
- security management
- · portering and logistics management
- post
- waste management
- the helpdesk and switchboard
- service moves and relocations from conception to implementation and review
- furniture and equipment management

#### Who would I work with?

As a facilities manager, you could be working with <u>catering managers</u> [2], <u>hotel services</u> <u>managers</u> [3], <u>estates managers</u>, [4] <u>senior housekeepers</u> [1], <u>linen services staff</u> [5] and <u>finance</u> managers [6].

#### Want to learn more?

- Find out more about the entry requirements, skills and interests required to enter a career in facilities management [7]
- Find out more about the training you'll receive for a career in facilities management [8]

## Pay and conditions

Most jobs in the NHS are covered by the <u>Agenda for Change (AfC) pay scales</u> [9] This pay system covers all staff except doctors, dentists and the most senior managers.

Your career in facilities management within the would typically start at Agenda for Change [10] Band 6 or 7, with some positions at Band 5, and the most senior roles rising to Band 9 for example, as a professional manager for a clinical or technical service.

Staff in the NHS will usually work a standard 37.5 hours per week. They may work a shift pattern.

Terms and conditions of service can vary for employers outside the NHS.

### Where the role can lead

With further training and/or experience, you may be able to develop your career further and apply for more senior managerial roles – typically within operational management.

Progression for those with ability is typically via operational management in a large healthcare organisation. Relocation for promotion is common.

More diverse routes are now opening up, for example, jointly-funded posts between health and social services.

### Job market and vacancies

When you're looking for managerial jobs or apprenticeship vacancies, there are a number of sources you can use but most NHS vacancies can be found on the <a href="NHS Jobs">NHS Jobs</a> website [11]

Just some of the current vacancies are below.

#### Find a vacancy

### **Further information**

For further information about a career in facilities management, please contact

- British Institute of Facilities Management [12]
- City and Guilds [13]
- Institute of Leadership and Management [14]
- Pearson qualifications [15] (including Edexcel and BTEC qualifications)

## Other roles that may interest you

- Estates manager [16]
- Hotel services management [17]
- Human resources (HR) manager [18]
- Project management and procurement [19]

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#### Links

[1] https://www.healthcareers.nhs.uk/explore-roles/domestic-services/housekeeper [2] https://www.healthcareers.nhs.uk/explore-roles/domestic-services/catering-manager [3] https://www.healthcareers.nhs.uk/explore-roles/operational-management/hotel-services-management[4] https://www.healthcareers.nhs.uk/explore-roles/estates-and-facilities-management/estates-manager[5] https://www.healthcareers.nhs.uk/explore-roles/domestic-services/linen-services-staff [6] https://www.healthcareers.nhs.uk/explore-roles/finance-manager [7] https://www.healthcareers.nhs.uk/explore-roles/operational-management/facilities-management/entryrequirements-skills-and-interests [8] https://www.healthcareers.nhs.uk/explore-roles/operationalmanagement/facilities-management/training-and-development-facilities [9] https://www.healthcareers.nhs.uk/about/careers-nhs/nhs-pay-and-benefits/agenda-change-pay-rates[10] https://www.healthcareers.nhs.uk/glossary#Agenda\_for\_Change [11] http://www.jobs.nhs.uk [12] http://www.bifm.org.uk/ [13] http://www.city-and-guilds.co.uk/ [14] http://www.i-l-m.com/ [15] http://qualifications.pearson.com/ [16] https://www.healthcareers.nhs.uk/explore-roles/management/rolesmanagement/estates-manager [17] https://www.healthcareers.nhs.uk/explore-roles/management/rolesmanagement/operational-management/hotel-services-management [18] https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/human-resources-hrmanager [19] https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/projectand-programme-management/project-management-and-procurement