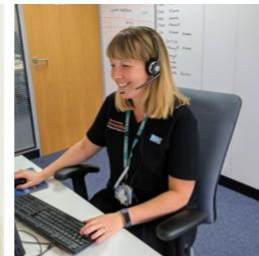


BrisDoc

Patient care by people who care



Facilities Coordinator

Responsible to: Facilities Manager

Hours: 12-month FTC - 22.5 hours a week. Must include a Monday.

Salary: £14.71ph

Location(s): Osprey Court but expected to travel to all BrisDoc bases and work / attend meetings at additional sites.

We are seeking a highly organised and proactive **Facilities Coordinator** to join our team on a 12-month fixed-term contract to provide maternity cover.

The facilities Coordinator will play a key role in supporting the delivery of safe, efficient, and effective facilities services across the organisation. Working closely with colleagues, contractors, and service providers, the successful candidate will help ensure that buildings, equipment, and support services are maintained to a high standard.

In this role, you will be responsible for developing and maintaining effective customer relationships while driving consistent facilities management standards across all BrisDoc premises and vehicles. You will ensure that all buildings remain safe, compliant, and fit for purpose, meeting Care Quality Commission (CQC) requirements, contractual obligations, and organisational standards.

The role will also lead on environmental management initiatives, support the development and delivery of the organisation's sustainability strategy, and contribute to effective financial management and resource stewardship.

Working collaboratively with operational and corporate teams, you will help promote safe, effective, and efficient practices across the organisation.

As Facilities Coordinator, you will embody and actively support BrisDoc's five core values: Our Patients, Our People, Our Services, Our Resources, and Our Social Impact, ensuring these principles underpin all aspects of service delivery and decision-making.

Meet Mike Duncan Director of People "Our Operational Team is at the very heart of our service, helping us to deliver essential NHS healthcare to our community. Every member of the team is valued and appreciated. The knowledge and skills you provide facilitate the smooth running of our services. We look forward to welcoming you to our team."

Core Benefits:

- Annual performance bonus scheme
- Annual training bonus scheme
- Co-owners bonus scheme
- NHS Pension
- Flexible working options
- Development opportunities supported for all staff
- 25 days' annual leave + Bank Holidays (pro rata) rising to 27 with length of service

About BrisDoc:

BrisDoc is a proud provider of NHS Healthcare. We have been delivering 'patient care, by people who care' for over twenty years.

We run an exciting range of Primary Care Services, including an **Urgent Care Service**, **GP Practices**, and the **Homeless Health Service**. This enables BrisDoc to offer excellent healthcare 24 hours a day, 365 days a year to over one million people across Bristol, North Somerset & South Glos.

We're a **Social Enterprise** and an **Employee-Owned Business**. This means the decisions we make are for the good of our patients, workforce, and wider community. This involves prioritising the health of our patients, protecting our environment, and improving the social and economic status of our population. Our 'Community Fund' is a staff lead team who work closely with health-based charitable causes, both local and international, to invest time and money in improving the lives of people in disadvantaged communities.

By joining BrisDoc, you will be part of an innovative organisation that prides ourselves on being a fantastic place to work; somewhere that you will feel valued, supported, developed and part of a family. We strive to make sure every member of the team feels proud of the work they do and the service that we offer.

[Find out more >>](#)

Main duties and responsibilities:

Vehicle Administration

- Oversee vehicle maintenance including fuel management, MOTs, servicing, tax, and associated administration to ensure all vehicles are safe, compliant, and roadworthy.

Stock Management

- Ensure that equipment supplied has been asset tagged and recorded.
- Arrange calibration, PAT and medical storage servicing.

Facilities Duties

- Coordinate and manage communications through the Facilities inbox, responding to enquiries, liaising with departments, and prioritising requests to support operational effectiveness.
- Process and approve invoices in a timely manner, maintain the invoicing authority index, and raise purchase orders as required.
- Act as a key point of contact for co-owners, contractors, suppliers, and service providers, ensuring effective communication and service delivery.
- Log, monitor, and track maintenance and service requests, ensuring actions are completed within agreed timescales.
- Coordinate both planned preventative maintenance and reactive maintenance activities across BrisDoc sites and vehicles.
- Support compliance with Health and Safety legislation, organisational policies, Care Quality Commission (CQC) requirements, and contractual obligations.
- Assist with facilities-related audits, inspections, investigations, and reporting activities.

- Maintain accurate records relating to maintenance requests, contractor performance, contracts, compliance documentation, and facilities activities.
- Review daily IUC Shift Manager Reports, identify facilities-related issues, take appropriate action, and escalate or consult with the Facilities Manager where required.
- Maintain and update the Facilities Action Log, coordinating actions with the Facilities Manager and allocating tasks across the team.
- Provide facilities support to BrisDoc surgeries and treatment centres as required.
- Support the delivery of BrisDoc's Environmental Strategy, including initiatives relating to sustainability, recycling, reuse, energy efficiency, and carbon footprint reduction.
- Attend team meetings, accurately record and distribute meeting minutes, and track actions to ensure completion within agreed deadlines.
- Develop a working knowledge of all facilities functions and provide support across the team as required.
- Provide cover during periods of sickness and annual leave, including undertaking medication audits and associated administrative duties at IUC Treatment Centres.
- Deputise for the Facilities Manager in their absence and support them with operational, strategic, and environmental initiatives.
- Investigate and complete Learning Events as delegated by the Facilities Manager, ensuring actions and lessons learned are appropriately documented.
- Support the implementation and promotion of green initiatives and environmental improvement projects across the organisation.
- Undertake any other duties commensurate with the role and responsibilities of a Facilities Coordinator, demonstrating flexibility to meet the changing needs of the organisation.

Fire Safety

- Oversee and ensure weekly fire alarm tests are completed across all BrisDoc premises, maintaining compliance with fire safety regulations and ensuring systems remain fully operational.
- Coordinate and implement planned fire evacuation drills, ensuring all staff are aware of emergency procedures and that evacuation processes are tested, reviewed, and documented.
- Maintain accurate and up-to-date fire safety records, including fire alarm testing logs, evacuation drill reports, maintenance records, and any fire-related incidents or corrective actions.
- Monitor actions arising from fire risk assessments and support the Facilities Manager in ensuring recommendations are addressed within agreed timescales.

Additional Duties

- To support the delivery of action plans to address specific performance or quality issues.
- To provide support to the Facilities Manager as required.

General Duties

You can read the full list of general duties and expectations via the link below:

www.brisdoc.co.uk/workwithus/general-duties



www.brisdoc.co.uk/work-with-us

Person Specification

Criteria	Essential	Desirable
Qualifications and training	Good general level of education including GCSE equivalent qualifications in English and Maths	
Knowledge and Experience	- Experience in administration where attention to detail is required - Able to manage sensitive and emotive situations - Able to make sound judgment as to when issues need escalating to managers for decisions or further action	- Current experience of providing administration support within the Facilities Department - Experience of ISO14001
Skills, Abilities and Attributes	- Evidence of computer literacy and keyboard skills including Microsoft Word and Excel - Excellent verbal and written communication skills - Confidence in communicating with professionals over the telephone - Able to convey information accurately verbally and in writing - Ability to represent the organisation with internal and external stakeholders - Able to work within a team and take instruction as required. - Able to quickly establish rapport and credibility with others in the team and respect their contribution - Able to use own initiative and propose solutions to issues and risks - Able to maintain confidentiality at all times with regards to staff and patients - Able to maintain accurate records and have high level of attention to detail - Able to adhere to deadlines - Motivated in providing and contributing to BrisDoc's core values	Minute taking
Other	- Ongoing commitment to personal development, willing to participate in further training needs - Organised, systematic and flexible. Good time management being able to prioritise work, multi task and work under pressure	

