

v. Chief Facility Manager (New)

QF Level	Job Title	Chief Facility Manager
6	Descriptions	Planning and defining team management policies, planning continuous improvement of facilities and refurbishment projects, planning overall and continuous improvement of safe environment policies, promoting sustainable development strategies and energy efficiency strategies, planning as a whole on market analysis and benchmarking, formulating risk management policies, planning quality management standards, formulating property space allocation strategies, planning tendering and pre-management arrangements, contractors management systems and quality management policies, approving financial expenditures and budgets, establishing asset management policies, defining human resource development strategies, planning and promoting customer relationship management, planning and develop procurement and tendering procedures, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Crisis & Emergency Handling	Devise and continuously improve the crisis management policy	110420L6	6
	Safe Environment	Devise and continuously improve the safe environment policy	110426L6	6

	Management of Outsourcing	Devise the system for management of service contractors, quality enhancement and the management policy	110451L6	6
BM	Repair, Maintenance & Improvement of a Property			
	Daily & Periodic Maintenance	Plan on the technicality of the repair and maintenance of the building, building facilities and services	110459L6	6
	Improvement & Enhancement of System & Installation	Formulate and plan as a whole the continuously improvements and enhancements of the building, building services and facilities	110464L6	6
OS	Property Management Services for Owners, Tenants & the Community			
	Quality Management	Devise the standard of quality management, plan on market analysis, benchmarking and analysis of customers' expectation	110493L6	6
FM	Facility Management relating to a Property			
	Shopping Centre, Industrial, Commercial & Other Premises	Plan as a whole on the development of the asset and facilities of shopping centre and other premises including commercial and industrial buildings	110531L6	6
	Management of Space & Venues	Devise and develop the use of space and venues	110543L6	6

	Application of Information Technology & Management of Smart Facilities	Devise and develop the information technology, the acquisition, update and application of smart facilities	110549L6	6
LW	Law in Practice relating to a Property			
	The Government & Legal System	Master the latest amendments in related legislations and submit views on draft bills	110555L6	6
FN	Finance and Asset Management relating to a Property			
	Asset Management & Financial Control	Verify and approve on expenditure items and budget, develop internal audit procedures and policy on asset management	110576L6	6
HR	Human Resources Management relating to a Property			
	Human Resources Planning, Recruitment and Training	Devise and develop the overall human resources	110591L6	6
	Teamwork & Leadership	Devise the direction on team management and leadership	110603L5	6
			Total Credit:	78