

Job Description

Post:	Estates and Facilities Manager
Salary Grade:	Band 2
Responsible to:	Head of Estates and Capital
Responsible for:	Estates and Facilities Team, including direct line management of Health Safety and Compliance Manager, Estates Team Leader, and Multi-Skilled Building Officer

Key Purpose

To provide effective and pro-active management of all hard and soft facilities services across the College.
To manage the estates and facilities team to provide effective Estates & Facilities Management in order to support the development, improvement and maintenance of the College estate.
To provide effective Health and Safety Management and supervision, in order safeguard the welfare of staff, students, visitors and contractors.
To be responsible for the planning and delivery of all aspects of maintenance and supervision relating to the College's undertakings (buildings and grounds), including the maintenance, cleaning, security and estates management on the College premises to ensuring a safe environment for staff, students and visitors.

Duties & Responsibilities

A	To manage the timely, effective and efficient delivery of the revenue maintenance and operations functions within the Estates & Facilities Department; • Manage projects to agreed budgets and timescales • Operate a planned and reactive maintenance programme • Managing operational teams that carry out programmes of work across all sites
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B	To advise on periodic reviews and updating of Estates standards and maintenance strategies, in conjunction with the Head of Estates and Capital; management of maintenance programmes in accordance with those standards and strategies.
C	To manage and ensure that for the proper use and safekeeping of physical resources; overseeing the effective delivery of a range of contracts for services and for managing significant financial resources in relation to the procurement process. In ensuring that, all College buildings and its assets are kept secure and externally monitored outside of normal College opening hours.
D	To manage and ensure that all College assets are located, recorded and labelled in conjunction with the Finance Department's asset recording software, and that the Finance Department are informed of any loss of assets through either theft or disposal.
E	To manage the timely, effective and efficient delivery of the effective and efficient programmes for the maintenance and care of existing facilities including: • Utilities procurement and energy conservation • Mechanical and electrical operations and maintenance • Building fabric maintenance • Grounds, gardens and sports fields maintenance • Infrastructure maintenance
F	To be responsible for; co-ordinating and managing the Estates and Facilities staff across a wide range of key functions.
G	To provide effective Health and Safety Management and supervision, in order to support the development and achievement of college objectives and the provision of a safe environment for staff, students and visitors.
H	To provide a sensible health and safety management approach that focuses on real risks following a reasonable and proportionate approach to health and safety management that promotes risk awareness rather than risk avoidance.
I	To be responsible for: • Ensuring that the agreed standards of provision of transport are met and that all College transport is kept insured, taxed, road worthy and adequately maintained and that only approved drivers are allowed to use this transport. • Contract Negotiation • Leasing Provisions.
J	To be responsible for; • Management of the provision of Vehicle Management • Management of the provision of cross-College Insurance



	• Management of the provision of a cross campus internal daily mail provision • Management of the provision of an external (on request) mail delivery provision.
K	To be responsible for full onsite cross college Contractor Control ensuring a safe working environment and meeting the full requirement of all relevant legislation, including; • Contractor Control • Contractor Selection • Schedules of Rates • Competitive tendering • Procurement methods.
L	To manage and ensure that the Domestic/Cleaning Team provide a high standard of cleaning services and value for money whilst achieving agreed levels of service. To manage the cleaning service to ensure that an acceptable level of cleanliness is maintained in all buildings during term time and that deep cleaning in agreed areas is undertaken during the summer shutdown period.
M	To manage the College's Building Management Systems (BMS) across all sites, utilising support systems that are in place as and when required.
N	To manage the recording, fault diagnosis, actioning and monitoring of the faults/hazards electronic data system and to produce subsequent reports for the Head of Estates and Capital.
O	To be responsible for the: • Verification of energy [electricity/gas] and water usage, contract security and cleaning prior to payment of invoice. • Liaison with YPO / CPC and other authorities contracted with SCC in respect of the energy procurement process, ensuring best value is obtained and procured.
P	To manage the facilities hire activities for the College, ensuring compliance with all health & safety, contractual, and financial requirements.
Q	To carry out any other duties commensurate to the post as required.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:

Person Specification

	Essential			Desirable		
Qualification	1	Building / Services discipline to NVQ3 or equivalent.	Application / Certificate	A	BSC in Quantity Surveying (or equivalent) Construction related Degree.	Application / Certificate
	2	A project management qualification [i.e., Princess 2].		B	NEBOSH Certificate in Construction or equivalent.	
	3	Basic Health & Safety Level 1 Certificate or willingness to work towards.		C	Management / Supervisory Qualification.	
				D	IOSH Level 2 Certificate.	
Professional Development			Application / Interview	E	Literacy, Numeracy IT Level 2.	
	3	Building / Facilities Services Management Professional Membership. (CIOB, MBIFM, etc.).	Application / Interview			
	4	Evidence of ongoing professional development.				
Experience	5	Management of the Estates and Facilities Services to ensure that an acceptable level of portorage, caretaking, cleanliness, transport, reprographics and security, etc. is	Application / Interview	F	Working within a College or other educational environment.	Application / Interview

	6	maintained in all buildings. Supervising and co-ordinating and team of staff.	Application / Interview			
	7	Liaising with external providers to obtain the best level of service for the college (utilities, security, hire/lease, lifts, etc.).				
	8	Managing projects to agreed budgets and timescales and Operating to a planned and reactive maintenance programme.				
	9	Conducting Health and Safety Inspections, and accident investigations.				
	10	Undertaking of Risk Assessments/Method Statements (RAMS).				
	11	Reducing the carbon footprint within an educational environment (sustainability).				
Knowledge	12	Procurement and tendering processes.	Application / Interview	G	BMS Systems and the operation of.	Application / Interview
	13	Health and Safety and	Application / Interview			



		associated legislation.				
	14	Procedures for obtaining contractors to undertake work.				
	15	Excellent knowledge of regulations/legislation relating to buildings and current health and safety legislation.				
	16	Working knowledge with Microsoft Office, Office 365, Microsoft Project.				
Skills / Qualities	17	Excellent management and leadership skills.	Application / Interview			
	18	Highly developed negotiating, influencing and persuading skills.				
	19	Excellent organisational skills, being able to prioritise workloads and meet deadlines.				
	20	Ability to identify risk and generate solutions.				
	21	Ability to work on own initiative and meet deadlines.				
Other	22	Able to work evenings and unsociable hours.	Application / Interview			



	23	Driving licence and access to personal transport.		
	24	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview	
	25	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview	
	26	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment	

