

Job Description

Post:	Head of Estates and Capital
Salary Grade:	Band 0
Responsible to:	Director of Business Operations
Responsible for:	Estates and Capital Team, including direct line management of Estates and Facilities Manager, Capital Projects Manager, and Estates Administration and Support Co-ordinator

Key Purpose

To lead and manage the estates and capital team in providing a comprehensive, pro-active, high quality and professional estates and capital management service to the Salford City College Group, to support the College to achieve its strategic objectives.

To act as the key and lead adviser on all related issues, and play a significant role in ensuring effective stewardship of all areas within the scope of the role and seek opportunities to improve systems and processes to enhance services provided to stakeholders.

To lead the estates team to provide effective Estates & Facilities Management in order to support the development, improvement and maintenance of the College estate.

To lead the provision of effective Health and Safety Management and supervision, in order safeguard the welfare of staff, students, visitors and contractors.

To lead the College capital planning and delivery programme, liaising with both internal and external stakeholders to ensure successful and safe delivery of the programme on time and within budget.

Key Responsibilities

A	To lead, plan, co-ordinate and manage Estates, Facilities, Capital, Health, Safety, and the Estates Administration team.
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B	To lead and work in new challenging situations across these diverse areas, all of which will have extensive implications on policy and on the services provided.
C	To advise on high level complex Health and Safety, Building Fabric, Property, Utilities, Leases, Capital etc. matters which will have major implications for the College, and which require a responsibility to act on behalf of the College and commit the College to a course of action involving a substantial impact on resources.
D	To make decisions that will have a major impact on the College's policies (Health and Safety, Accommodation Strategy, Risk Management, Business Continuity, Property, DDA, etc.) and activities across curriculum areas, professional service functions, large numbers of staff and students; and on organisations in receipt of the College's services.
E	To have continuous responsibility for approving Health and Safety policy documentation, property and facilities services, and provision affecting the College as a whole, making recommendations for change, managing the implementation, and dealing with the implications of change.
F	To be responsible for the proper use and safekeeping of major physical resources, including the entire College estate, undertaking, managing significant financial resources, etc.
G	To manage a workload subject to constant change of conflicting priorities and deadlines which arise due to the diverse nature of the operational areas.
H	To undertake work of a highly complex and diverse nature, which requires a high-level knowledge and skills in the specialist disciplines of Property, Funding Applications, Legal Challenges, Health & Safety, Estates Management, Capital project management, Security, Asset Management, etc..

Health and Safety Duties & Responsibilities

1	To act as the competent person in relation to advising the College Senior Management and the Board on Health and Safety matters outlined in The Management of Health and Safety at Work Regulations 1999. To advise/support managers to enable them to ensure that the College meets its statutory obligations in respect of all Health and Safety at Work matters and to assist in ensuring that risks and hazards are eliminated or reduced to a minimum.
2	To advise and lead on all aspects of Health and Safety legislation, Codes of Practice and EC directives, ensuring accurate interpretation of the law and its application to the College. To assist with the review and development of Health and Safety related policies, procedures and practices, ensuring that they are updated with all relevant changes and



	new developments. To regularly review and improve the College's Health and Safety policies and standards to ensure they reflect current legislative requirements.
3	To analyse and present reports for discussion to the College's Board, Executive, WSMT, Health and Safety Committee, etc. on adverse incidents, frequencies and trends together with recommendations to either reduce or remove risk. To ensure records are maintained in respect of Health and Safety incidents for presentation to the LSC, Health and Safety Committee and to co-ordinate/prepare an annual report (to the Board and SFA) on all aspects of Health and Safety initiatives across the College.
4	To establish links and work collaboratively with all departments to ensure a cohesive and integrated approach to providing a safe working environment throughout the College's premises and undertakings.
5	To assist in the design and implementation of Health & Safety training programmes as required.
6	To lead and contribute towards the development of the Risk Assessment processes (which includes Health and Safety), documentation and guidelines and assist managers in undertaking quality and risk assessments in their areas of responsibility. This will also encompass specific areas of focus such as COSHH, VDU/workstation safety etc. In conjunction with the relevant managers, to monitor and evaluate risk assessment outcomes, identifying significant risks or trends and assisting in the preparation and implementation of action plans to eliminate or minimise risks and hazards to Health and Safety.
7	To act as the competent person in relation to advising the College Senior Management and the Board on Health and Safety matters outlined in The Management of Health and Safety at Work Regulations 1999. To advise/support managers to enable them to ensure that the College meets its statutory obligations in respect of all Health and Safety at Work matters and to assist in ensuring that risks and hazards are eliminated or reduced to a minimum.

Health and Safety Duties & Responsibilities

8	To play a lead role in developing the College's Estates Strategy and Capital Projects/Programmes.
9	To manage all contracted out estates and facilities activities to ensure service quality and value for money, and to review all such arrangements on a regular basis.
10	To manage the timely, effective and efficient delivery of all revenue and capital maintenance and operations functions within the Estates Department (including caretaking, electrical/mechanical repair, joinery, security, cleaning, etc.).
11	To lead the College capital planning and delivery programme, liaising with both internal and external stakeholders to ensure successful and safe delivery of the programme on



	time and within budget. This includes the management of all capital projects, across estates and curriculum, and close working with IT to ensure the co-ordination of IT capital projects. Project management will include: • Lead in meetings and interviews for the appointment of advisers, contractors, etc. • Act as a programme project executive/sponsor on projects and programmes as agreed. • Lead and advise on procurement and tendering exercises. • Act as point of contact for change requests. • Provide client technical input into building projects. • Liaise with planners/building control/fire regulations on projects. • Be responsible for building decants. • End user liaison to develop responses to key issues. • Participate and advise on procurement and tendering exercises. • Undertake handover and client commissioning following practical completion of building construction. • Organise end user training for specialist equipment.
12	To ensure that the Domestic Team provide a high standard of cleaning services and value for money whilst achieving agreed levels of service. Managing 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.
13	To have responsibility for delivering effective and efficient programmes for the maintenance and care of existing facilities, including: • mechanical and electrical operations and maintenance. • building fabric maintenance. • grounds, gardens and sports fields maintenance. • infra-structure maintenance. • utilities procurement and energy conservation. Ensure the planned maintenance programme is kept up to date at all times, and the requirements feed into the capital and revenue plans.
14	To lead the Estates and Capital Team and provide a comprehensive property management service to the College.
15	To provide advice and lead in periodic reviews and updating of Estates standards and maintenance strategies, in conjunction with the appropriate College bodies, and to manage maintenance programmes in accordance with those standards and strategies.



16	To monitor customer satisfaction and VFM (Value for Money), and ensure that Estates and Capital function delivers and demonstrates appropriate VFM.
17	To lead and develop an estates and capital strategy, and to promote and improve sustainability of the estate and its undertakings.
18	To oversee the facilities hire activities for the College, ensuring compliance with all health & safety, contractual, and financial requirements.
19	To manage the revenue and capital budget assigned to the Estates and Capital department, ensuring that the College's Financial Regulations and external grant funding conditions are met in full. Determine the budget requirements to maintain the Estate in such a condition that the asset value of the Estate does not reduce.
20	To lead all relationship management, contract management, negotiations, and operational arrangements for the College's rented property and associated leases.
21	To ensure that the agreed standards of provision of transport are met and that all College transport is kept insured, taxed, M.O.T.'d and adequately maintained and that only approved drivers are allowed to use this transport.
22	To arrange student transport (College buses) to and from College as required and to agree contract details and costs with suppliers.
23	To ensure with the Chief Financial Officer, Director of Business Operations, and Head of Finance 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.
24	To ensure that all College buildings, assets and functions are adequately insured, liaising with the College's insurance broker and the Head of Finance. To record and monitor Statutory Inspections on all major plant and equipment throughout College and to report any maintenance requirements arising from these Inspections.

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	Educated to degree level (construction/estate management-related)	Application / Certificate	A	A 2 nd Degree	Application / Certificate
	2	A professional qualification in a property/built environment related discipline (architecture, building, engineering, facilities management or surveying)		B	A project management qualification or willingness to attain one.	
	3	NEBOSH Diploma (or equivalent)				
Professional Development	4	Building / Facilities Services Management Professional Membership. (CIOB, MBIFM, MIOSH, etc.).	Application / Interview			
	5	Evidence of ongoing Professional Development				
Experience & Knowledge	6	Successful record of managing estates and buildings, and significant revenue and capital budgets	Application / Interview	C	Working within a College or other educational or public sector environment	Application / Interview
	7	Expertise in successfully leading and managing large scale capital and building projects		D	A proven track record of managing a complex property portfolio, staff and budgets	Application / Interview



	8	The credibility to deputise and act as a Project Executive/Sponsor.	Application / Interview	E	A thorough understanding of general management techniques in a large and complex organisation; able to contribute to the organisations corporate planning.	
	9	Excellent knowledge of regulations/legislation relating to buildings and current health and safety legislation		F	Strength and quality of leadership and the personal skills required to develop and lead an effective and well-motivated, multi-disciplinary and multi-task estates and facilities team.	
	10	Significant experience of contractor management and contract negotiations, including contracted out services.		G	A sound understanding of the construction, legal and financial aspects of major property projects and transactions.	
	11	The ability to produce planned maintenance programmes.		H	The ability to respond appropriately to user demands and expectation.	
	12	Understanding of current sustainability issues and the ability to develop a strategy.				
	13	A successful record of developing service indicators and standards.				
	14	Wide experience both in preparation and control of estates management, building and engineering projects and in facilities management.				



	15	High level strategic planning and organisational skills, including forward planning and forecasting.				
Skills / Qualities	16	Ability to create vision, motivate and inspire others to perform to the best of their abilities.	Application / Interview			
	17	Excellent management and leadership skills.				
	18	A strong track record of achievement of targets.				
	19	Highly developed negotiating, influencing and persuading skills.				
	20	Well-developed skills of analytical reasoning and problem solving.				
	21	Highly developed interpersonal skills.				
	22	Excellent organisational skills, being able to prioritise workloads and meet deadlines.				
	23	An appreciative management style which recognises appropriately the contribution of others.				



	24	Ability to work on own initiative.		
	25	Flexible team player.		
Other	26	Able to work evenings, weekends and unsociable hours.	Application / Interview	
	27	Driving licence and access to personal transport.		
	28	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview	
	29	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview	
	30	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment	

