

## **Estates and Facilities Manager**

### **Job Description**

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| <b>Area</b>  | : <b>Estates and Facilities</b>  |
| <b>Salary</b>  | : <b>£45,311 - £54,084</b> ( <i>per annum</i> )  |
| <b>Hours of Work</b><br>( <i>Full-time/Part-time</i> ) | : <b>Full time</b>   |
| <b>Line Manager</b>                                    | : <b>Deputy Principal</b>  |
| <b>Responsibility for</b>                              | : Leading and managing the Estates and Facilities team;<br>: Leading the College Environmental and Sustainability Strategy; <i>and</i><br>: Ensure timely and cost-effective procurement |

### **Main Purpose of Job:**

The Estates and Facilities Manager will be directly responsible to the Deputy Principal. The role will lead and manage the Estates and Facilities team, and require liaison with learners, other support staff, lecturers, the College leadership team and external organisations.

The post-holder will be a member of the College Leadership Team (CLT) and will work closely with the College Senior Leadership Team (SLT).

### **Key Duties and Responsibilities:**

- (1) Provide strong, positive and inspirational leadership at College Leadership Team (CLT) level to promote quality improvement in response to feedback from learners, parents, partners, employers, staff, inspectors and accrediting bodies on the quality of services.
- (2) Provide clear day-to-day leadership in the development and delivery of the Estates and Facilities department in line with the standards and expectations required throughout the College.
- (3) Undertake a strong and supportive line management function including performance management, individual and team development in line with the College's Human Resources Policies and Procedures.
- (4) Work closely with finance to ensure accurate and timely invoicing and track/monitor payments and finance records.
- (5) Maintain and develop comprehensive and integrated physical resource planning for the College to create the basis for fully exploiting the potential of the College's physical resource.
- (6) Lead the College Environmental and Sustainability strategy.
- (7) Prepare, revise and implement the College's Estates Strategy including liaison with Finance on the associated financial management issues.
- (8) Prepare and produce regular reports on Estates, Facilities and Health and Safety performance for Governors and College management.
- (9) Ensure timely and cost-effective procurement and the efficient management of all works and services related to the operation, maintenance and development of the Estate.

- (10) Provide advice on the function's annual budget and capital investments to ensure the operational and development activities are provided at optimum cost effectiveness.
- (11) Manage services within cost and service level parameters in building and maintenance, capital development projects, health & safety, ground maintenance, management of utilities, leases, acquisitions, disposals, cleaning and facilities, waste disposal, mail rooms, security, purchasing, supplies and car parking.
- (12) Manage and develop staff within the area and ensure the necessary skill and competency levels are in place and developed.
- (13) Develop and manage the Estates database to ensure that adequate information is available on relevant matters and to meet legal and statutory requirements.
- (14) Initiate and lead on the continuous review of systems and processes falling within the area of responsibility in order to ensure they are customer focussed and fit for purpose.
- (15) Ensure the Building Management System operates to highest levels of efficiency and effectiveness by regular monitoring and adjustment.
- (16) Review and seek to reduce consumption of utility services across the College.
- (17) Develop departmental targets and key performance indicators as part of the College's Self-Assessment process that are challenging and aligned to the College's overall strategic aims.
- (18) Ensure a comprehensive pro-active Maintenance Plan and good systems and documented procedures are in place to deal with re-active maintenance issues.
- (19) Ensure maintenance contracts are in place and delivering value for money for all required items of equipment.
- (20) Ensure the accurate preparation and timely submission of all documentation to provide clear audit trails to satisfy both internal and external auditors.
- (21) Represent the College externally and develop appropriate business relationships with other organisations, representing the College on regional and national bodies where appropriate.
- (22) Represent the College on School and/or Trust Governing Bodies.
- (23) Carry out Duty Manager responsibilities on a rota as part of the duty team.

#### **Generic Duties and Responsibilities:**

- (1) Promote a culture of innovation, excellence and equality.
- (2) Reflect the vision, mission and values of the College.
- (3) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (4) Actively contribute to the risk management of the College.
- (5) Positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (6) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (7) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (8) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***



**Estates and Facilities Manager  
Person Specification**

|   | Assessment Method |       |           |                      |                           |            |
|---|-------------------|-------|-----------|----------------------|---------------------------|------------|
|   | Application Form  | *Test | Interview | Psychometric Testing | Qualification Certificate | References |
| *Test = Skills Test/Knowledge Test/Micro Teach/Presentation   |                   |       |           |                      |                           |            |
| <b>Education and Qualifications</b>   |                   |       |           |                      |                           |            |
| <u>Essential</u>  |                   |       |           |                      |                           |            |
| • HND/HNC or equivalent   | ✓                 |       |           |                      | ✓                         |            |
| • NEBOSH certificate  | ✓                 |       |           |                      | ✓                         |            |
| • Full and valid UK driving licence   | ✓                 |       |           |                      |                           |            |
| <u>Desirable</u>  |                   |       |           |                      |                           |            |
| • Degree  | ✓                 |       |           |                      | ✓                         |            |
| • Chartered professional qualification in a property/built environment related discipline (architecture, building, engineering, surveying, facilities management)                 | ✓                 |       |           |                      | ✓                         |            |
| <b>Skills and Experience</b>  |                   |       |           |                      |                           |            |
| <u>Essential</u>  |                   |       |           |                      |                           |            |
| • Extensive evidence of successful management of facilities in a customer focused environment   |                   | ✓     | ✓         |                      |                           | ✓          |
| • Line management/supervisory experience  | ✓                 | ✓     | ✓         |                      |                           |            |
| • Up to date knowledge of health and safety legislation   | ✓                 | ✓     | ✓         |                      |                           | ✓          |
| • Experience of working with complex Building Management Systems  | ✓                 | ✓     | ✓         |                      |                           | ✓          |
| • Budget management   | ✓                 | ✓     | ✓         |                      |                           | ✓          |
| • A proven record of working to tight deadlines and achieving targets   | ✓                 | ✓     | ✓         |                      |                           | ✓          |
| • Relevant digital literacy skills  | ✓                 | ✓     | ✓         |                      |                           |            |
| <b>Personal Attributes</b>  |                   |       |           |                      |                           |            |
| <u>Essential</u>  |                   |       |           |                      |                           |            |
| • Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to College) and to translate ideas into actions | ✓                 | ✓     | ✓         | ✓                    |                           | ✓          |
| • Emotional intelligence, self-awareness and confidence   | ✓                 |       | ✓         | ✓                    |                           | ✓          |
| • Leadership qualities necessary to inspire others to embrace and implement plans with energy and enthusiasm  | ✓                 |       | ✓         | ✓                    |                           | ✓          |
| • Accuracy and attention to detail  | ✓                 | ✓     | ✓         |                      |                           | ✓          |

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| <ul style="list-style-type: none"> <li>Excellent organisational skills, ability to prioritise and work effectively under pressure</li> </ul>                               | ✓ | ✓ | ✓ | ✓ |  |   |
| <ul style="list-style-type: none"> <li>Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the College community</li> </ul> | ✓ |   | ✓ |   |  | ✓ |
| <b>Other Requirements for Employment</b>   |   |   |   |   |  |   |
| <u>Essential</u>   |   |   |   |   |  |   |
| <ul style="list-style-type: none"> <li>Enhanced DBS check</li> </ul>   |   |   |   |   |  |   |

Updated: October 2023