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| **Estates Manager** |

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| **Reporting to:** | Deputy Principal |
| **Working Hours:** | Full time (37 hours per week) |
| **Salary:** | Salary Scale PC M3 (points 42-47) £45,641 - £52,910 per annum |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Context**

The management of the Plumpton College estate falls to a small in-house team who coordinate a network of sub-contractors. The college employs sufficient in-house capacity to handle emergency situations and provide a daily fault-resolution service but, in the main, larger development work, refurbishment projects and the planned preventative maintenance schedules are externally procured.

The estates team work closely with the college’s Farm Manager and Grounds & Gardens Manager to ensure that all aspects of the college’s estate have clear lines of accountability.

**Job Purpose**

The Estates Manager is responsible for the development and maintenance of the College facilities and its estate across all college sites including out-centres. This is a cross-college role with significant responsibilities which support the overall customer experience, the maintenance of exceptional safety standards and the continual development of the College’s reputation as an exemplar facility.

1. **Co-ordination and Management**

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| 1. To support the strategic growth and direction of the College through the delivery of a professional estate management service to all College users. |
| 1. Plan and support the delivery of all maintenance requests through timely and accurate reporting, communication with all stakeholders and a prioritised approach based upon business impact or effect. |
| 1. Implement and develop the Contractor Management Policy with support from the Safety Team. |
| 1. Organise and collate Estates-related data on an inspection-ready basis to prove compliance with all statutory requirements within the Estate Management remit. The main elements of this, for example, would be fire safety, water-hygiene testing, fixed wire and portable appliance testing. |
| 1. To act as line manager for the Estates team involved with the maintenance, cleaning and development of the College buildings and grounds. |
| 1. To develop, implement and monitor safe systems of work undertaken by internal Estates staff and external contractors. |
| 1. With support from the H&S Officer implement the College Health & Safety Policy through all Estates functions and create a culture of risk awareness and management within the Estates team. |
| 1. Undertake the role of project manager for all Estate development projects funded both internally and through external grant support. |
| 1. To manage the annual budget delegated for Estates activities achieving best value at all times in line with the college’s financial regulations. As part of this, ensure a proactive approach is taken to influencing the behaviours of site users to reduce utility consumption. |
| 1. Negotiate leases and renewal of the same on property not owned by the College with support from the SMT. |
| 1. In consultation with the SMT manage the College housing stock through formal occupation licences and landlord’s works and inspections. |
| 1. To liaise with department and division managers on Estates activities that affect their areas of responsibility. |
| 1. To adhere to all College policies and procedures ensuring the same adherence within the Estates team. |

1. **Planning and Development work**

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| 1. In consultation with SMT develop and appraise all development works against an agreed site masterplan. |
| 1. Prepare, implement and monitor a schedule of works relating to each division / department area in addition to common & central areas. |
| 1. Identify back-office efficiencies related to Estates Management ensuring full utilisation of all software data systems. |
| 1. Identify, explore and pursue external funding opportunities for onsite development work related to the College’s strategic plan. |
| 1. In cooperation with Curriculum Managers and the Student Experience Manager ensure that effective student feedback mechanisms allow estates-related issues to be quickly identified and actioned. |
| 1. Drive forward efficiency and awareness campaigns aimed at reducing the College’s carbon footprint, improving space utilisation, increase classroom efficiency use and associated expenditure. |
| 1. Work with the SMT to maximise rental income for the College through tenant houses. |

1. **Routine work**

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| 1. Record and monitor utility usage with subsequent trend analysis. |
| 1. Undertake a programme of site inspections to ensure the continued safe operation of all site buildings and associated facilities. Use the associated information to underpin all Estates work and development plans. |
| 1. Undertake site utilisation surveys on a planned basis. Use the data arising from the same to maintain the College’s Space Catalogue and schedule of accommodation. |
| 1. Requisition materials and equipment necessary in the undertaking of maintenance and project activities. |
| 1. Maintain and control the College’s archive storage arrangements. |
| 1. Act as a safety manager in accordance with the H&S Policy and the H&S Management cycle. |
| 1. Specify work details for quotation purposes. |

1. **Continuous Professional Development**

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression. |
| 1. Maintain relevant networks with peer colleges and FE/HE sector forums as a way of sharing and absorbing best practice. |

**5. Further duties**

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| 1. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by a member of SMT. |
| 1. Attend Corporation meetings to provide information on Estates related items when required. |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our core values to ensure equality of opportunity and common purpose in delivering the college’s strategic plan.

At Plumpton College we are:

1. Professional
2. Supportive
3. Enterprising
4. Passionate
5. Ambitious and progressive

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| **Essential criteria for the post** |
| Experience of working in a similar role with sufficient knowledge of building structures and mechanical and electrical services to understand and corroborate third party information relating to the college. |
| Educated to Further or Higher Education level with strong literacy, numeracy and IT skills (especially within MS Office and database systems). |
| Knowledge and experience of current law relating to Health and Safety, guidance and standards of best practice. The ability to interpret associated legislation. |
| Understand and apply the different levels of compliance required across a multifunctional environment. |
| A strong ability to interrogate information and to convey clear briefs to contractors |
| Excellent report writing and presentation skills. |
| Good organisation and time management skills. |
| Able to comprehend, evaluate and report on information. |
| Supportive, logical, attentive to detail, enquiring, flexible, able to work without direct supervision. |
| Prepared to work as part of a team and undertake tasks, on occasions, outside normal hours. |
| Ability to forward plan. |
| Excellent interpersonal and training delivery skills. |
| Able to communicate effectively in the workplace, both verbally and in writing. |
| Able to effectively impart information to others. |
| Able to give constructive feedback to individuals both verbally and in writing. |
| Full UK Driving Licence |
| **Desirable criteria for the post** |
| Comprehensive knowledge of the land based sector and experience of working with stakeholder industries. |
| Degree or equivalent in relevant subject and/or NEBOSH Diploma in Occupational Safety and Health. |
| Experience of managing safety in an educational setting. |
| Working knowledge of current Health & Safety legislation relating to the land based sector; Health & Safety qualification i.e. NEBOSH Certificate (or equivalent). |
| Experience of high level engagement with key public authorities such as the HSE, EA and emergency services. |
| Risk assessment training qualification |
| Surveying experience |
| Ability to recognise wider corporate needs in relation to service delivery. |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.