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| **Interim Estates Officer**  |

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| **Reporting to:** | Estates Manager |
| **Working Hours:** | Full time (37 hours per week), temporary cover until Christmas  |
| **Salary:** | Scale point 20 - 23£24,817 – £27,187 per annum  |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

To assist in the co-ordination and management of site maintenance, building projects and facilities compliance work as directed by the Estates Manager.

1. **Co-ordination and Management**

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| 1. Ensure that all maintenance requests are reported correctly and prioritised according to business impact.
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| 1. Support the delivery of all maintenance requests through communication with internal staff and external contractors.
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| 1. Implement and develop the Contractor Management Policy with support from the Estates Manager and Safety Team.
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| 1. Assist the Estates Manager in the development and monitoring of safe systems of work undertaken by internal staff and external contractors.
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| 1. Support the Estates Manager in demonstrating best practice in implementing the College Health & Safety Policy through all Estates functions. Play an active role in the assessment of generic and site-specific risks.
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| 1. Assist the Estates Manager is compiling action plans and working through recommendations from external inspections such as fire risk assessments, insurance inspections, emergency lighting testing, water risk assessments.
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| 1. Assist the Estates Manager in ensuring a schedule of planned preventative maintenance is being undertaking & records kept. Arranging service visits and act as the main point of contact for visits.
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| 1. To establish and maintain quality systems to ensure work is carried out efficiently and effectively and that Estates-related data is organised on an inspection-ready basis to prove compliance with all statutory requirements. The main elements of this, for example, would be water-hygiene testing, fixed wire and portable appliance testing. Fire safety is managed separately by the Safety Team but assisted by the Estates staff.
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| 1. Ensure compliance work is being carried out at all outcentres and maintaining records on an inspection ready basis.
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| 1. Maintain the Estates COSHH files completing COSHH assessments as required for all sites.
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| 1. Undertake the role of Project Manager for agreed projects with support from the Estates Manager.
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| 1. Ensure up to date building / site plans are available and amended as required.
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| 1. To liaise with department and division managers on Estates activities that affect their areas of responsibility.
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| 1. Assist the Estates Manager to manage the College housing stock through AST’s and landlord’s works and inspections.
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| 1. To assist the Estates Manager to manage the annual budget delegated for Estates activities achieving best value at all times in line with the college’s financial regulations.
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| 1. Deputise for the Estates Manager as & when required.
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1. **Development work**

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| 1. Identify back-office efficiencies related to Estates Management ensuring full utilisation of all software data systems.
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| 1. Identify, explore and pursue external funding opportunities for onsite development work related to the College’s strategic plan.
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| 1. In cooperation with Curriculum Managers and the Student Services Manager ensure that effective student feedback mechanisms allow estates-related issues to be quickly identified and actioned.
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| 1. Support the Estates Manager in driving forward efficiency and awareness campaigns aimed at reducing the College’s carbon footprint and associated expenditure.
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1. **Routine work**

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| 1. Record, sample and monitor utility usage with subsequent trend analysis. Support the Estates Manager in driving forward efficiency campaigns aimed at reducing the College’s carbon footprint.
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| 1. Complete weekly, monthly and quarterly legionella prevention work ensuring correct documentation is completed.
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| 1. Carry out building inspections identifying areas for improvement
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| 1. Assist the Estates Manager in carrying out a rolling program of internal audits relating to each division / department area as well as common and central areas.
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| 1. Undertake site utilisation surveys on a planned basis as directed by the Estates Manager. Use the data arising from the same to maintain the College’s E-Mandate.
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| 1. Requisition materials and equipment necessary in the undertaking of maintenance and project activities.
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| 1. Maintain and control the College’s archive storage arrangements.
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| 1. Practically assist the maintenance team where specific tasks or workload demands require additional staff support.
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| 1. Maintain the department safety file with support from the Estates Manager and the Safety Team.
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| 1. Meet with contractors and specify work details for quotation purposes.
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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.
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| 1. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression.
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**5. Further duties**

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| 1. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Estates Manager or a member of SMT.
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**Qualifications/Skills/Knowledge/Qualities**

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

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| **Essential criteria for the post** |
| Experience of managing building maintenance activities. |
| Experience of managing projects. |
| Experience of managing facility compliance to meet statutory regulations. |
| Experience of risk assessment compilation and review. |
| A good understanding of the construction sector and ability to deal with contractors at all levels. |
| Ability to work as part of an integrated team within appropriate boundaries to assume leadership as & when required. |
| Experience of proactively managing complex and varied workloads. |
| A clear and effective approach to time management.  |
| Positivity and a strong desire to work collaboratively as part of a high performing team.  |
| Demonstrate evidence of raising standards. |
| Be an excellent communicator with highly developed interpersonal skills. |
| Effective skills in problem solving. |
| A sound understanding and ability in budgetary management and financial forecasting. |
| Excellent manual handing skills. |
| Experience of working with Windows based data systems. |
| Excellent ICT skills to include the production of MI and reports at all levels. |
| GCSE English & Maths at grade C minimum. |
| Full UK driving licence and experience of confidently driving larger vehicles & towing (minibus, van etc). |
| **Desirable Criteria** |
| Possess an IOSH, NEBOSH or similar safety related qualification. |
| Experience of completing COSHH assessments |
| BIFM membership or similar professional qualification in a buildings services discipline. |
| Electrically or mechanically qualified to a recognised level. |
| Experience of online facilities management programmes. |
| A good understanding of lease and building / tenant management arrangements. |
| Experience of working in a multi site environment  |

**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.