

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Job Title:</b>	Director of Estates
<b>Job Ref No:</b>	REQ000417
<b>Contract type:</b>	Permanent
<b>Hours per week:</b>	Full Time – 36½ hours per week
<b>Term-time only:</b>	No
<b>T&amp;Cs:</b>	Business Support
<b>Band:</b>	MS 14-19
<b>Salary:</b>	£49,468 to £55,902 per annum
<b>Location:</b>	South & City College Birmingham*
	*Post-holders can be required to work at any College Centre
<b>Responsible to:</b>	<b>Assistant Principal (Estates &amp; IT Support)</b>

### **Aims of Job/Job Purpose**

To lead and manage the Estates Division in the effective and efficient delivery of facilities management services across the College estate. Responsible for the facilities management, property repair and maintenance, including building services engineering, cleaning, building support services, security, energy procurement, carbon reduction management and estates related health and safety to support the College in the delivery of its current Strategic Plan.

### **Key Accountabilities and Responsibilities**

- Overall leadership, management and responsibility of all estates staff and associated team resources, including facilities managers, estates support managers, maintenance operatives, cleaners, security guards and building support (caretaking) operatives.
- To manage the day to day operations of the Estates Division, ensuring that planning, end-user impact, change management, training, quality management are properly addressed and monitored to ensure that deadlines, budgets and service levels are met and results delivered.
- To set up and performance manage all service contracts for outsourced estates services.
- To manage the effective and efficient use of the College's Maintenance Management Software System (Riskwise) with the Estates Management Team (EMT).
- To liaise with the Health and Safety Manager on all estates related health and safety matters to ensure the College is legally compliant with all relevant H&S legislation and regulations.
- To contribute to the development and maintenance of a robust Business Continuity and Disaster Recovery Plan for the College.
- To support the Assistant Principal (AP) to develop and implement a Property Strategy in line with stakeholder needs and current best practice for the FE sector.
- To assist the AP in the planning and implementation of Capital Works Programme.

- To assist the AP in the management of all landlord & tenant and property disposal matters.
- Ensure effective processes and procedures are in place to ensure the delivery of projects and tasks to agreed timescales and service standards.
- Ensure maximum availability of estates resources, specifically accommodation for teaching, learning and support services is maintained at optimum levels.
- Ensure that a high level of internal customer service is provided by the Estates Division.
- Ensure that full transparency is achieved on all aspects of activity in the Estates Division and that effective and agreed prioritisation is applied.
- Work with College functions and curriculum to identify required change, manage Estates Division staff and suppliers as appropriate to bring about this change.
- With support from the AP prepare, submit and agree with AP for Finance, an annual Estates Budget Plan and manage agreed plan in accordance with College Financial Regulations.
- Develop and maintain full asset and inventory records for all Estates resources.
- Support and actively participate in all cross college Management Team and Operational Curriculum and Business meetings.
- When required, support the AP in the preparation and presentation of reports to the College Corporation relating to any significant changes to the Estates Division and/ or Property Strategy.
- To undertake any other activity that would be reasonably required of the postholder.

#### **Other Duties and Responsibilities**

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with College policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Performance and Planning Review process and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equality Strategy.

## PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
Relevant higher level (L5+) qualification and evidence of continuous professional development in an Estates role.	✓		Application Form/Interview/Assessment
Demonstrable experience and evidence of success in an information management role with multiple stakeholder groups	✓		Application Form/Interview/Assessment
Experience of commissioning services from third parties and managing relationships with suppliers and contractors	✓		Application Form/Interview/Assessment
Demonstrable Broad Estates/Facilities Management background/experience across multiple sites	✓		Application Form/Interview
Previous line management experience	✓		Application Form/Interview
Ability to translate organisational direction into specific team and individual job expectations, managing performance through effective monitoring, coaching and feedback	✓		Application Form/Interview
Resource management — has skills to influence results through appropriate staffing, budgetary management and maximization of available resources	✓		Application Form/Interview/Assessment
Ability to gather and analyse data methodically.	✓		Application Form/Interview
Strong interpersonal, communication and presentation skills	✓		Application Form/Interview
Strong organisational and management skills	✓		Application Form/Interview
Ability to identify and own issues and work to tight timescales to deliver effective solutions	✓		Application Form/Interview
Capable of developing an understanding of the business structure, drivers, influences and political and financial challenges	✓		Application Form/Interview