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| **JOB DESCRIPTION** | |
| **Job Title:** | **Estates Manager – Multi-Site** |
| **Pay [spot]:** | Spine point 34 |
| **Reports to:** | Group Director of Estates, Facilities and Health & Safety |
| **Based At:** | Group role, main base at Peterborough College |
| **JOB PURPOSE** | |
| The main purpose of the role is to manage estates and facilities service delivery, assigning tasks, setting service standards, specifying and procuring project works, effective budget management and effective management of health and safety. There are three Estates Managers in the Group: one responsible for Peterborough College and one for Stamford College, and the multi-site role, which is responsible for centralised service contract management and will manage external contractors, ensuring that projects and long term maintenance programmes support the ongoing function of the College.  The multi-site Estates Manager will also manage the maintenance team based at Peterborough College and which provides services across the Group, and the security team provided by a contractor and based at Peterborough College. The post holder will also manage the Estates administration teams with staff based at both Colleges, and will be responsible for harmonising and streamlining estates and facilities administrative processes across the Group.  The post holder is also a College/ Group key holder and is a key member of the secondary response team in the event of an emergency.  The main base is Peterborough College, with attendance at Stamford College once or twice a week. The post holder is expected to work flexibly to meet the needs of the service, and will also provide cover for the Estates Manager roles based at either College when required. | |
| **MAIN DUTIES AND RESPONSIBILITIES** | |
| The main duties and responsibilities will include, but will not be limited to the following areas:  **Estates Manager Multi- Site**   * Provide dynamic leaderships that contribute to the creation of a culture that encourages productive team working amongst the maintenance team, administration team and security (Peterborough College only) including issuing of work, balancing of resources and determining training needs. * To lead develop, plan and coordinate a high quality service for the Colleges across the Group including maintenance, administration, security and service contracts along with other customer facing estates services and areas. * To develop and agree the Estates budget and actively monitor income and costs for the area to ensure they are in line with agreed budget on a regular basis and report on variance to the Director of Estates, Facilities and Health and Safety. * Support the Director of Estates, Facilities and Health and Safety in negotiating contracts and take responsibility for managing maintenance contracts, including contracts for the utilities. Ensure all contract documentation is reviewed and updated and supplier service level agreements are in place and reviewed and updated on a regular basis. * Assist in the overseeing of capital projects. Prepare proposals and bids for capital funding in line with legislation and best practice, supported by feasibility studies. * Develop a capital plan for ongoing estates and maintenance projects including refurbishments and replacements within agreed budgets.   **All Estates Managers duties and responsibilities**   * To manage and report on operational quality standards for maintenance, admin, Security and the tidiness of the grounds and car parks. * To maintain awareness of and report on the physical condition of furniture, fittings, electrical items, and equipment and manage the specification and replacement/repair thereof. * To manage defined operational budgets and report on variance to the Director of Estates, Facilities and Health and Safety. * To review health and safety implications of the work task, ensure operatives comply with all relevant health and safety instructions and issue “Permit to Work” where appropriate. Carry out risk assessments for own area of responsibility as required. * To be fully conversant with procedures for resetting the fire alarm system, emergency release system for the College lifts and locking/unlocking the College including the intruder alarm system, BMS systems and access control. * To procure and manage contractors as necessary to undertake estates planned maintenance work, to ensure works are concluded on time, cost and quality effective. To be conversant with the College’s Contractor Safety Management system. * To liaise with clients to define project requirement, professionally advise on options and determine the recommended option for the College. * To manage the long term maintenance schedule to ensure this work is given due priority, completed on schedule and to budget. To review the ten-year rolling plan, determine the annual plan and budget, provide data to be reported to the Group Finance and Resources Committee, and report on the actual activity at year end. * To manage annual maintenance and inspection contracts, from procurement to completion, to satisfy legislative requirements ensuring all relevant documentation is recorded and filed. * The Estates Manager will be on call and may be called out to attend either site as a College Key holder and a key member of the secondary response team, in the event of an emergency. In the emergency report to the Group Director of Estates, Facilities and Health and Safety. The Estates Manager will organise contractor response if required to assist in resolving the issue. * To design, maintain and manage accurate records and schedule of works for building or project work and the filling system including all legislative requirements working with the Procurement lead. * To investigate and report on incidents, ensure daily incident logs, detailed and monthly reports are produced where required. * To carry out ECO duties in the absence of senior managers. * Manage and maintain College/ Group fleet along with ensuring maintenance of all relevant documentation * To manage the Estates database, including authorising work, closing jobs, setting priorities and publishing performance statistics. | |
| **LINE MANAGEMENT – IEG MANAGER** | |
| * This role is defined as a ‘Manager’ for the purposes of IEG contractual terms and conditions of employment for Managers * The post holder will carry out the full range of line management duties for staff in your area, including recruitment and selection, induction, probation, professional development, workload management/ timetabling, performance management, discipline, grievance, absence management, appraisal, wellbeing, coaching and mentoring of staff and team leadership. * The post holder will also take part in the overall management of the college and Group. * This role is specifically responsible for line managing the Maintenance and Administration teams and also supervising the external contractor security staff. | |
| **BUDGETARY MANAGEMENT** | |
| * The post holder is not the accountable person for managing budgets but will contribute to budget forecasting and is responsible for the management and oversight of expenditure to ensure works are in line with agreed expenditure and alerting Group management of any issues | |
| **OTHER** | |
| * Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures * Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group * Promote and consistently exemplify behaviours in line with IEG Core Values * Co-operate with, promote and maintain a safe and healthy working environment and responsibility for own health and safety * The post holder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility * Any other duties that are reasonable and commensurate with the level of the post as required and following consultation with the post holder. | |

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| **PERSON SPECIFICATION**  **Estates Manager - Multi site** | | | | | | |
| **Criteria** | **Essential or Desirable** | | **Assessment Method** | | | |
| **A** | **I** | **T** | **R** |
| **QUALIFICATIONS** | **E** | **D** |  | | | |
| Level 3 in Electrical/mechanical qualification or equivalent level of knowledge and experience (18th Edition for Electrical) | E |  |  |  |  |  |
| GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications | E |  |  |  |  |  |
| Qualified to Level 2 in IT |  | D |  |  |  |  |
| Level 4 Management Qualification |  | D |  |  |  |  |
| **EXPERIENCE** | | | | | | |
| Substantial experience in Facilities Management | E |  |  |  |  |  |
| Experience in Health and Safety | E |  |  |  |  |  |
| Experience in managing a team | E |  |  |  |  |  |
| Experience of procurement of suppliers and contractors | E |  |  |  |  |  |
| Experience of project management |  | D |  |  |  |  |
| **KNOWLEDGE** | | | | | | |
| Good experience of facilities management planning & operations | E |  |  |  |  |  |
| Good Knowledge of Health & Safety and Fire management Regulations | E |  |  |  |  |  |
| Good knowledge in the use of Microsoft Office, Google and Outlook | E |  |  |  |  |  |
| Ability to use databases |  | D |  |  |  |  |
| Ability to prepare and present detailed financial and performance reports | E |  |  |  |  |  |
| **KEY SKILLS** | | | | | | |
| Excellent written and verbal communications | E |  |  |  |  |  |
| Good customers service skills | E |  |  |  |  |  |
| Excellent interpersonal communication skills | E |  |  |  |  |  |
| A committed team player with a positive ‘can do’ attitude | E |  |  |  |  |  |
| Ability to work with people at all levels in an organisation | E |  |  |  |  |  |
| Ability to prioritise and plan own work to achieve deadlines | E |  |  |  |  |  |
| **OTHER** | | | | | | |
| Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults which is essential in an FE environment | E |  |  |  |  |  |
| Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG | E |  |  |  |  |  |
| Evidence of a personal commitment to continuous professional development and training in professional field of expertise | E |  |  |  |  |  |
| Commitment to the IEG's core values | E |  |  |  |  |  |
| Flexible approach to working practices | E |  |  |  |  |  |
| Professional appearance and behaviour at all times | E |  |  |  |  |  |
| Good previous attendance record | E |  |  |  |  |  |
| Ability to travel on College and Group business | E |  |  |  |  |  |
| Satisfactory enhanced DBS check + barred list for regulated roles | E | Pre-employment check | | | | |

Assessment Criteria: A = Application, I = Interview, T = Test, R = References