

JOB DESCRIPTION

Job Title	Facilities Manager
Salary Scale/Grade	£30k - £32k
Responsible to	Head of Facilities
Date of Job Description	August 2023

Purpose

The Facilities Manager shall lead the operational Estates team, including the Estates & Cleaning Supervisors, Cleaners and Caretakers, and be responsible to the Head of Facilities for ensuring the team is enabled to meet the Colleges objectives.

In addition, with City of Portsmouth College committed to embedding sustainability as a core value throughout its operations and its transition toward net zero, the post holder shall work closely with the Assistant Director of Estates on the delivery of its sustainability strategy as the college traverses its carbon reduction journey.

Main Duties and Responsibilities:

- To lead and develop a professional customer focussed team.
- To have a good understanding of financial and procurement operations including
 - Management of contractors.
 - Lead the efforts to process all estates related purchase orders.
 - Receipting all goods received and processing/checking consequential invoices.
 - Analysing utilities bills and liaising with suppliers to address any anomalies.
 - To have a good knowledge of financial year end procedures.
 - To manage Estate Supervisors to ensure departmental budget expenditure is managed, monitored, and controlled in accordance with college financial policies and procedures.
- Leading the Estate Supervisors to provide general administrative support and management of any estates data bases and SharePoint data.
- Assist Head of Facilities with external bookings including liaising with external customers, all paperwork, co-ordination of services, raising invoices and completing information updates.
- To provide support to other College management as directed by the Head of Facilities.
- To support the Assistant Director of Estates with the delivery of the College's Sustainability Strategy, leading on projects that will impact and reduce our environmental footprint.
- Work collaboratively with Stakeholders across the College to ensure optimum utilisation of space and Estates resources whilst minimising utility consumption.
- To promote sustainable environmental management practice across the four campuses, assisting with the development of an environmental management system.
- To identify opportunities to enhance positive environmental impacts across the college.

- Develop and deliver a waste minimisation program embedding principles of the circular economy within our models for resource usage.

General

- To provide a high level of customer service to students, staff, and visitors
- To fulfil your duty not to discriminate against students or potential students or staff.
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation.
- To comply with the College Equality, Diversity, and Inclusion Policy
- To understand and adhere to the duties and responsibilities arising from college policies and procedures relating to safeguarding and child protection.
- At all times, challenge students who are not displaying ID badges and ensure appropriate interventions re in place for those who persistently do not adhere to this requirement.
- Participate in relevant College quality assurance procedures, including performance review, professional development, and the departmental self-assessment review process.
- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises.
- Any other duties as may be reasonably allocated from time to time by the Principal.

Quality, Standards and Compliance:

Continuous Improvement.

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements.
- To attend and participate in monthly team meetings.
- To work as part of the team to create an inspiring environment with an open communication culture.
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental, and inclusive team culture.
- Create a sustainability culture with co-ordination and delivery of targeted communications and behaviour change programs.

Personal Development

- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area.
- Keep abreast of ever-changing environmental legislation and best practice ensuring the College meets its statutory responsibilities, whilst being aware of the financial implications of future legislation change.

Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values.

Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children.

Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality.

Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures, and risk assessments.
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety, or welfare.

Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

GENERAL:

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

PERSON SPECIFICATION

Job Title	Facilities Manager		
Department	Estates		
Salary Scale/Grade	£30k - £32k		
Criteria	Description	Essential Desirable (E/D)	Assessed By Application Interview Test
Education & Qualifications	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A
	2 to 3 A Level passes or equivalent in a relevant subject	E	A
	Undergraduate Degree or equivalent in Sustainability, Engineering, or another related subject.	D	A
	Membership of a relevant professional body e.g., IWFM, IEMA	E	A
Experience	Highly developed literacy and numeracy skills	E	A/I
	Excellent communication & interpersonal skills with an ability to deal effectively with all staff, students, and stakeholders	E	A/I
	Ability to work well in teams, but also to work independently with the minimum of supervision	E	A/I
	Equivalent job role dealing with financial, administrative, and environmental functions	D	A/I
	Significant experience within environmental and energy management	E	I
Skills, knowledge, and competencies	Good understanding of financial systems & operations	E	A
	High standard of verbal & written communication skills	E	A/I
	Excellent IT skills including good working knowledge of Microsoft packages & financial software systems.	E	I
	Ability to understand & analyse complex information, presenting it simply and accurately	E	I
	Professional approach to work and appearance	E	I

	Current and working knowledge of UK legislative context	E	I
	Knowledge of public sector procurement procedures	E	I
Personal characteristics	Enthusiasm and optimism	E	I
	Ability to work under pressure	E	I
	Commitment to high professional and personal standards of work and of conduct	E	A/I
	Flexible attitude in the way he/she performs the job	E	I
	A commitment to safeguarding and the wellbeing of learners	E	A/I
	Ability to interact with academic / non-academic staff, students, consultants' contractors, and other stakeholders.	E	I
Other	Commitment to personal improvement and professional development	E	I
	A commitment to equality of opportunity and widening access to education for all	E	I
	Ability to travel independently between Campuses	E	I

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.