



Job Description

Job title:	Head of Estates
Reporting to:	The Principal / CEO
Hours:	28-35 hours per week, 52 weeks per annum
Grade:	E1 (£38,000 p/a) rising to E2 (£40,150 p/a) after 12 months (pro rata)

Main Duties

- The Head of Estates is responsible for overseeing and co-ordinating the facilities provision including: buildings maintenance and refurbishment; delivery of hard and soft services; environmental sustainability; security; statistical returns and Health and Safety. They must ensure the teaching and clinic buildings are managed and maintained efficiently and effectively and conform to all relevant legislative requirements. A key strategic priority for the School is the diminishing lease and potential building redevelopment and/or relocation, a project in which the Head of Estates will play a key role.

Facilities Management

- To manage the tender, procurement and delivery of all Estate related SLAs and contracts for services ensuring value for money at all times
- To manage the maintenance of buildings and equipment including the PPM schedule and emergency maintenance
- To manage all refurbishments and building projects
- To be responsible for the security of both sites and ensure contracts and procedures are in place to manage this
- To update and implement improvements to the condition surveys
- To prepare and hold the annual Estates budget, identifying requirements as necessary
- To monitor and report on the environmental performance of the School and reduce the impact on the environment wherever possible
- To be responsible for the School's Carbon Management Plan and ensure all legislative requirements are met
- To support the Principal/CEO in managing the diminishing lease on the Borough High Street building and plans to redevelop or relocate
- To liaise with the Managing Agent for the clinic site regarding any issues of maintenance, budgets and Health & Safety requirements and to act as the School's representative on the Commercial Tenants Group
- To respond to out of hours queries and resolve issues when necessary

Health and Safety

- To be responsible for Fire Safety, including maintenance and provision of equipment, evacuation procedures and Fire Risk Assessments
- To undertake the building Risk Assessments and ensure remedial works are actioned

- To be the responsible person for the legionella policy, ensuring all records are kept up to date and procedures followed
- To investigate, report and instigate remedial actions following accidents/incidents
- To act as secretary for the Health and Safety committee and provide updates on changes to legislation and make recommendations to ensure compliance
- To be responsible for any other building related areas of Health & Safety, ensuring that they adhere to current legislation

Statistical Returns and Reports

- To ensure development and accessibility of Estate related data and to complete the annual Estates Management Return to HESA
- To be responsible for producing and updating all Estate related reports as requested by HEFCE
- To write and update policies and procedures relating to all areas of Estates and Health and Safety, ensuring that they adhere to current legislation

Line Management & Other

- To line manage the Facilities team
- To attend School Management Team meetings, contributing to annual reporting and operational planning
- To represent the Estates department on all relevant committees
- To continually develop and improve systems and procedures
- To work as an effective team member respecting the rights and interests of others.
- To comply with the BSO Code of Conduct and BSO policies and policies.
- To undertake any other duties that may be required by the Principal/CEO, which are consistent with the nature and grade of the post.



Person Specification

Essential

- Educated to at least degree level or hold a or relevant professional qualification
- Experience of facilities management, preferably within the Higher Education sector
- Knowledge of Health & Safety, building services, contract management
- Competent in the use of MS Office packages with intermediate Excel skills
- Experience of budget management
- Project Management skills
- Good negotiation and influencing skills
- Experience of reviewing facilities strategy and implementing effective change that leads to innovative ways of working and deliver value for money
- Experience of statistical reporting and returns, preferably with some knowledge/experience in the requirements of HESA statutory returns
- Able to demonstrate a commitment and experience in improving environmental sustainability
- Strong analytical skills and problem solving ability
- Experience or knowledge of overseeing compliance with current Health & Safety requirements
- Strong customer focus with a good understanding of the needs of a diverse range of students, staff and other stakeholders
- Possess a highly organised and flexible approach to work and be able to demonstrate the ability to prioritise and manage a diverse workload

Desirable

- NEBOSH qualification or equivalent
- Experience in working in the healthcare or higher educational sector
- Qualification in Facilities Management
- Experience of managing outsourced services
- Experience of managing a team
- Up to date Legionella Management training