

Job Description

Position:	Estates Manager
School/Service:	Facilities
Reference:	0145-26
Status:	Permanent
Hours:	Full-Time (1.0 FTE)
Reporting to:	Group Director of Estates

Main Function of the Position:

- To project manage specific building and building services projects as allocated by the Group Director of Estates.
- To be responsible for the planned cyclical and day to day maintenance of all University buildings and facilities, plus the day to day operational management and development of the in-house maintenance team and supervision of external contractors.
- To ensure that the responsive and planned maintenance of all buildings and installed plant and equipment across the University is in line with agreed standards and are competently delivered and administered.

Principal Duties and Responsibilities:

1. In conjunction with the Group Director of Estates, implement project management techniques to deliver building refurbishment and building services installation projects from feasibility to completion and delivery.
2. Prepare, control and monitor project cost against budget and associated financial activities.
3. To oversee and supervise contractors and to ensure compliance with all relevant legislation.
4. To organise periodic inspections and testing of building plant and equipment.
5. To undertake the preparation of maintenance and project programmes including preparing budgets.
6. To prepare detailed scopes of work and specifications for projects.
7. To undertake condition surveys to determine future project work and to enable detailed plans and costs to be prepared in conjunction with the Group Director of Estates.
8. To prepare contract documentation for building and building services projects.
9. To undertake compliant procurement activities in conjunction with the Procurement and Insurance Manager and the University's Financial Regulations.

10. To facilitate the optimisation of energy use in the University and manage specific energy related projects.
11. Monitor, identify and manage risks as appropriate.
12. Maintain effective management of utilities and energy consumption.
13. Able to manage contractors and resolve conflict if required.
14. Operate AutoCad systems to produce and update drawings as required.
15. Ensure adherence to Health and Safety requirements.
16. Produce reports highlighting areas where the University can reduce its energy impact, including risks and financial analysis.
17. To manage the work of the maintenance team to ensure that a responsive service is delivered.
18. Apply for planning and building control applications as necessary.
19. Maintain safety files and documentation relating to project work..
20. Record and monitor the carbon footprint data for the University.
21. To provide cover to other managers in their absence.
22. Any other duties as deemed appropriate to the role.
23. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
24. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times
25. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

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Person Specification

Position: Estates Manager		Reference: 0145-26	
School/Service: Facilities		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Educated to degree level or equivalent level experience in Facilities/Estates/Project Management/Building Services	Priority 1	Application Form / Documentation
1 b)	Project management qualification or proven track record of experience	Priority 1	Application Form / Documentation
1 c)	Environmental/sustainability qualification or proven track record of relevant experience	Priority 2	Application Form / Documentation
2	Skills / Knowledge		
2 a)	Skilled in utilising a range of project management approaches, including risk management and escalation	Priority 1	Application Form / Interview
2 b)	Budget management	Priority 1	Application Form / Interview
2 c)	Competent in the use of Microsoft Office packages	Priority 1	Application Form / Interview
2 d)	Excellent written communication skills, able to draft robust and present accurate reports	Priority 1	Application Form / Interview
2 e)	Excellent influencing skills, able to present evidenced-based rationales for decision-making and secure buy-in	Priority 1	Application Form / Interview
2 f)	Excellent organisational and document management skills suitable for external audit scrutiny	Priority 1	Application Form / Interview
3	Experience		
3 a)	Experience of managing external contractors to ensure delivery on time and within budget	Priority 1	Application Form / Interview
3 b)	Experience of developing and delivering plans.	Priority 1	Application Form / Interview
3 c)	Experience of managing a team include monitoring performance, standards work allocation and staff development.	Priority 1	Application Form / Interview
3 d)	Experience of undertaking compliant procurement	Priority 1	Application Form / Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview

4	Personal Qualities		
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Commitment to improving practice / approaches and to on-going professional development to keep up to date	Priority 1	Interview
4 d)	Flexible outlook, willing to work with agility and respond quickly to new priorities	Priority 1	Interview
4 e)	Attention to detail	Priority 1	Interview
4 f)	Self-motivated and able to use own initiative	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Working knowledge and commitment to the principles of and compliance requirements relating to the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and remotely according to the demands of the role, this may include evenings and weekends	Priority 1	Interview

Note:

1. **Priority 1** indicates **vital** criteria – a candidate would be unsuccessful if unable to satisfy a Priority 1 criteria.
2. **Priority 2** indicates **desirable** criteria – candidates failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional registration/accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required