

ADVERT

Head of Estates

Ref: ME2122007

Hours: 37 hours per week

Salary: In the range of £44,796 - £49,430 per annum (Dependent on skills, experience and qualifications)

Reporting to: Director of Finance & Corporate Affairs

Primary Location: Northampton, Booth Lane Campus

Closing Date: Noon, Wednesday 22 September 2021

Interview Date: Monday 4 October 2021

About Northampton College

Northampton College is proud, as the leading provider of further education in the South East Midlands region, to have been ranked, in the 2018/2019 National Achievement Rates Tables (NART), as 7th out of more than 200 colleges for 16 to 18-year old education and training. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

The College has a culture of high expectations and high achievement, with 95% of students passing their qualifications and 94% progressing into employment or further study. The expertise, professionalism, and commitment of all our staff is critical to the students' and College's success as we strive for excellence in everything we do and our ambition to be an outstanding College.

The age range of buildings date from the early 1992 to 2021 and are highly technical embodying the latest Mechanical and Electrical equipment including BMS controls systems, Air Handling Units, Fan coil units and Chiller systems. We have up to date energy saving fittings and are very proactive saving and efficiently using energy.

The Team

The Estates Team are very proud to support Northampton College's culture of high standards and are carefully structured to give our students and staff an outstanding working and learning environment. We are a professional committed workforce who focus on high quality in everything we do. We are a friendly team who believe in the college values and supporting our colleagues and all users of the College.

The Role

The primary focus of this role is to provide leadership and management of the Estates Team, ensuring the highest standards of professional practice and conduct and establishing effective service delivery.

The Successful Candidate

The successful candidate's knowledge, skills, experience, abilities and qualities will include:

- Building Trade Qualification (level 2)
- A good all-round knowledge of building systems and maintenance
- Ability to identify issues and corrective solutions
- Proven Management skills
- A self-starter with attention to quality and detail
- Flexible in working requirements
- Able to multi-task

Rewards and Benefits include

- 43 days annual leave, comprising 32 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- Discounts through membership of the NUS, ranging from Student Prime (Amazon), to eating out, fashion, beauty, entertainment, technology and travel
- Eligible to join the Local Government Pension Scheme (a defined contribution scheme including an employer contribution rate of 18.6%)
- Access to continued professional development
- Free car parking
- Gym facilities
- 24 hours per day, 365 days per year Employee Support Helpline
- Enhanced maternity/shared parental and paternity schemes
- Paid Compassionate Leave - up to five working days paid absence (in a rolling twelve-month period) on compassionate grounds in the event of bereavement or serious illness of a close relative)

If you would like to be a part of our successful team please go to <https://www.northamptoncollege.ac.uk/working-for-us.html> for further details on how to apply.

Job share will be considered for this post

This post will require a Disclosure and Barring Service (DBS) check

Job Description & Person Specification

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Values

- Respecting and helping each other
- Engaging people through teaching with expertise and enthusiasm
- Developing people through learning
- Bringing out the best in each other
- Playing our positive role in our community

Working as part of the team

The Estates Team are very proud to support Northampton College's culture of high standards and are carefully structured to give our students and staff an outstanding working and learning environment. We are a professional committed workforce who focus on high quality in everything we do. We are a friendly team who believe in the college values and supporting our colleagues and all users of the College.


Role Specification

The primary focus of this role is to provide leadership and management of the Estates Team, ensuring the highest standards of professional practice and conduct and establishing effective service delivery.

Duties & Responsibilities


Specific

1. To be responsible for working with the Principal and Executive Management Team to establish an Accommodation Strategy, for the implementation of the strategy and to ensure the strategy is updated annually.
2. To be the key College Manager in respect of Capital and other projects and to liaise with contractors and regulatory authorities to ensure that project timescales and budgets are observed, that work is completed to the required standard, that Health & Safety standards are observed, and that projects comply with current legislation.
3. To develop and write project plans, including formal specification, tendering and quoting, in line with current financial regulations, where appropriate.
4. To be responsible for the day to day running of all college sites according to policies and working arrangements agreed with the Principal.
5. To oversee the work of the Estates Controller/Supervisors to ensure the effective use of staffing for the locking and unlocking of buildings, key issue, routine small works maintenance, portering, etc. and to establish the college as a clean, secure and safe environment for students, staff and visitors.
6. To be the College's Health & Safety Manager and to take responsibility for the establishment of, and adherence to, policies. To act as Clerk to the College's Health & Safety Committee and to provide authoritative advice to senior managers and Corporation.
7. To take responsibility for developing, in conjunction with the College Directorate, contingency arrangements for enable the College to respond effectively to premises related emergencies or loss of essential services.
8. To be responsible for the running and maintenance of the College premises within established budgets, and advise on opportunities to effect savings, including engaging contractors through tender processes where required by the College's Financial Regulations.
9. To be responsible for and the setting of, in conjunction with the Principal, the establishment and achievement of the objectives of the Estates Team and to play a key part in managing quality through the College's self-assessment processes, including the establishment and achievement of quality standards for the Estates Team.
10. To prepare and where appropriate present project information to college governors, college managers and regulatory authorities.

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11. To draw to the attention of the College Directorate any issues in relation to the use of premises where it is perceived that efficiencies could be achieved, and instigate action where appropriate.
 12. To prepare standard or ad hoc reports or analyses of data using standard system facilities or Microsoft Office tools, particularly in relation to space usage.
 13. To supervise the work of the Estates Team and to provide on the job support, appraisal and training.

Generic Management

- To support and contribute to the friendly and supportive ethos of the School/Department, particularly in communications with learners and staff
- To offer leadership as well as management and administration
- To support other managers in the execution of their duties, irrespective of their location in the structure and to work collaboratively with them
- To contribute to the development of College policies and procedures as required and ensure staff compliance
- To support an ethos of openness, initiative and professionalism, recognising the contribution of staff members individually and collectively
- To contribute to College Planning according to the specialisms and role of the post holder
- To support the College's Management Information System
- To exercise generic management responsibility when necessary
- To produce an Annual Self-Assessment Report and Action Plan to support and contribute to the Staff Development Programme
- To be responsible for the management of Quality Assurance and Value for Money within the area designated by the role
- To appraise the staff line managed by the post holder as appropriate
- To be flexible and responsive in meeting and accommodating the evolving needs of the role as determined by future business needs
- To develop a motivated and flexible team of staff
- To treat colleagues with dignity and respect
- To demonstrate an understanding of the significance of equality of opportunity and diversity, and implement it in all aspects of your work
- To ensure a healthy and safe working environment at all times, and take reasonable care for your own safety and that of other College users
- To comply with all approved College policies and procedures
- Ability to travel to other College sites as and when required.



The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.

Other Information

Dignity, Diversity and Inclusion

Northampton College is proud of its diverse cohort of students and is committed, morally and through statute, to the values of equality, diversity and inclusion.

To embed this throughout the College we encourage and welcome applications for job vacancies from people of all backgrounds. Our recruitment and selection processes incorporate anonymity of protected characteristics at both the shortlisting of applications stage and through selection process, wherever feasible.

This, along with other measures that promote full and fair consideration of all applications, along with the College's implicit ethos of inclusion, enables the College to promote equality of opportunity and eliminate unlawful discrimination on the grounds of: sex; race; disability; age; sexual orientation; gender reassignment; religion or belief; marital status, or pregnancy and maternity.

All members of the College's staff community are required to adhere to and promote the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

As importantly, the College will not tolerate unlawful discrimination, harassment or victimisation within the organisation.

Northampton College prides itself on being the College of the community and its role in enabling access to education and the provision of an inclusive learning environment, where respect and differentiation in learning is fundamental to our students' success.


Safeguarding

The College is committed to the safeguarding the welfare of its students, staff and visitors.

Safeguarding checks, for example obtaining employment references and the completion of Disclosure & Barring Service (DBS) checks for all new/potential employees and regular visitors to the College, help ensure the safety of our College environment.

It is compulsory for all staff to complete safeguarding training both at the start of their employment and regularly throughout their employment to ensure they have the knowledge to fulfil their safeguarding responsibilities in respect to keeping children safe in education. This includes being able to work with students to develop their understanding of the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and for those without faith.

The College has policies and procedures in place to deal effectively with child protection and safeguarding issues, including those which align with the PREVENT counter-terrorism strategy.



Additionally, the College has robust Safeguarding recording and monitoring processes which correlate with current safeguarding legislation.

Professional Development and Performance and Appraisal Reviews

In addition to mandatory training in respect to Equality and Diversity, Safeguarding and Data Protection (and any other training that the College considers all members of the staff community to undertake), professional development opportunities are available to all members of staff to help them to reach their full potential within their role.

The ability of all members of our staff community to reflect on their performance and both areas of success/achievement and development is a fundamental aspect of the College's ability to continue to improve its quality and outcomes for students. In joining Northampton College, you will be expected, as a professional in your area of expertise, to continually seek ways to enhance your contribution to the organisation, with the Performance and Appraisal Review, with your line manager, being one element of this.

Health and Safety

Under the Health & Safety at Work etc Act 1974, in addition to the College's responsibility to the welfare of its staff community, it is the responsibility of individual staff to take care of their own health and safety at work and that of others who may be affected by their actions.

All members of the College community are required to comply with health and safety obligations, including the prompt reporting of any defects, risks or potential hazards.

Data Protection

The College's stakeholders should be confident that the College hold data in accordance with the Data Protection Principles of: Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and Confidentiality (Security), and Accountability.

As such, there are internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those authorised to do so in the performance of their duties. It is paramount that all usage and retention of data complies with the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Computer Misuse Act 1990 and that, as an employee you adhere with all protocols in this regard.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
Qualifications		
• Good standard of education (level 4)	E	A
• Building Trade Qualification (level 2)	E	A
• Ability to use AutoCAD drawing software package	D	A/S
• Hold a valid current car driving licence	E	A
• H&S Qualification or working towards, NEBOSH Certificate	E	A
Experience		
• 3yrs relevant Operations/Construction Management	E	A/S
• Experience of staff management	E	A/S
• Experience of managing premises contracts	E	A/S
• Proven Budgetary Management	E	A/S
• Dealing with Regulatory Authorities	D	A/S
• Experience of Health and Safety Management	E	A/S
• Developing ideas into specifications and tender documents to include scoping projects/development of initial concept ideas	E	A/S
Experience of educational establishments		
• Experience of managing and taking ownership of multiple tasks/delivering results within stringent deadlines, whilst maintaining high levels of quality and a strong customer focus	E	A/S
• Proficient in the use of a diverse range of IT/ICT systems	E	A/S

• Experience of working with individuals at all levels in a professional, welcoming and helpful way with the ability to be assertive and diplomatic	E	A/S
• Experience of working within a high performing, collegiate, HR function	D	A/S
• Knowledge/Skills/Abilities		
• Diplomatic, confidential, and able to always conduct self professionally	E	A/S
• Persuasive, confident, and clear communicator, both verbally and in writing	E	A/S
• High degree of integrity and honesty	E	A/S
• High levels of attention to detail and accuracy	E	A/S
• Able to recognise and take responsibility for mistakes to enable continued improvement/learning	E	A/S
• Resilient, able to work well in a fast-changing pressurised environment, managing conflicting priorities effectively	E	A/S
• Customer-focussed	E	A/S
• Effective team worker	E	A/S
Self-motivated		
• Understanding of safeguarding as it pertains to the Further Education Sector	D	A/S
• Understanding of the benefits of equality, diversity, and inclusion within society	E	A/S
• Understanding of the principles of Data Protection	E	A/S
• Ability and desire to reflect on own performance within a role and identify areas of learning/improvement	E	A/S
• Ability to travel effectively, for example to other College campuses (Daventry and Northampton)	E	A/S
• Qualities		
• Strong work ethic	E	A/S
• Collegiate		

• Enthusiastic	E	S
• Innovative	E	A/S

E = Essential **D** = Desirable

A = Application Form **S** = Selection Process