



Role Description

Business Area

Corporate Services

Job Title

Head of Facilities and Risk Management

Salary Scale

MS 8

Location

Hopwood Hall College

Accountable to

Executive Director of Finance & Estates

Hours of Duty

37 hours per week

Special working conditions

The post holder may be required to work at any location of the college now or in the future in the evening and at weekends.

Purpose

The key purpose of the role is to provide effective leadership and management that provides working and learning environments for employees and learners that are compliant with health, safety and environment legislation and policy.

The post holder will be responsible for Facilities Management (including Security) and Health, Safety and Environmental which includes the management of the Facilities Team along with the Health & Safety service.

Duties

1. To formulate, implement and monitor corporate Health, Safety and Environmental strategy and Asset Management Strategy and advise the Corporation and Senior Leadership Team on all matters relating to health, safety and environment.
2. Develop and maintain a highly effective Facilities and Health, Safety and Environmental strategy service with robust operational procedures and systems.
3. To provide reports and information to the Senior Leadership Team and Health and Safety Committee and the Employment and Finance Committee meetings.
4. Lead on the planning, scheduling, costing, tendering and project management of estate improvement projects, including repair and maintenance programmes ensuring that all works are procured in line with the Financial Regulations.
5. To provide an annual self-assessment report, action plan, key performance indicators and performance targets.
6. To ensure that health and safety audits of the college are completed to enable legal compliance and to prepare corrective action plans where necessary, ensuring that accidents and dangerous occurrences are fully investigated, reported and recorded appropriately.
7. To ensure statutory inspection, testing, and remedial action is undertaken on college mechanical and electrical infrastructure; machinery, local exhaust ventilation systems and lifting equipment.

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8. Maintain accurate records, registers and databases in accordance with legislation and good Facilities Management; Health & Safety & Environmental practice.
9. To be responsible for the effective management of the Facilities Management; Health & Safety & Environmental and relevant capital budgets.
10. To provide management and support to college First / Emergency Aid and Fire Marshal teams.
11. To provide joint consultation and negotiation with Trades Union health and safety representatives and management on matters concerning health, safety and environment
12. Develop and implement sustainable practices, to reduce the environmental impacts of the organisation, including optimising the energy efficiency of the estate to reduce costs and comply with legislative requirements (CRC).
13. Develop and maintain systems for business continuity and risk management.
14. Undertake and keep records of risk assessments prior to any activities being implemented on site and follow the risk assessment procedure of the organisation.
15. Report incidents, accidents and near misses in accordance with the organisational policies.
16. To represent the college in liaison with enforcement agencies, insurers, funding bodies and contractors.
17. To participate in training courses and staff development programmes as appropriate to the post.
18. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by your line manager (or nominated representative).
19. To manage, monitor and control the Estates related budgets, reviewing monthly and providing annual budget requests for both revenue and capital.
20. Contribute to the on-going review and development of the Estates Strategy ensuring that the current and future requirements are fully reflected in this strategy on an annual basis.

All staff are responsible for:

Children & Vulnerable Adults: safeguarding and promoting the welfare of children and vulnerable adults

Equipment & Materials: the furniture, equipment and consumable goods used in relation to their work

Health / Safety / Welfare: the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College's safety policy statements

Equal Opportunities: performing their duties in accordance with Hopwood Hall College's Single Equality Scheme

Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational requirements dependant on the needs of the service

Person Profile

"The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role. All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects."

Qualifications

Essential Criteria

Relevant Facilities Management qualification

NEBOSH general certificate or equivalent

Good standard of education up to level 3

How Identified: Application

Desirable Criteria

Educated to degree level or equivalent

Chartered member of IOSH

IEMA Certificate in Environmental Management or equivalent

How Identified: Qualification

Experience

Essential Criteria

- Extensive experience of coordinating or managing Health, Safety and Environment within a large organisation, developing policies, systems, procedures and undertaking audits.

- Experience of developing FM; H&S and Environmental management systems..

- Experience of delivering H&S training to large groups, including inductions, risk assessments, manual handling etc.

- Experience of managing a team

- Excellent project management skills.

- Experience of developing sustainable practices

Experience of managing budgets for revenue and capital works

How Identified: Application / Interview

Desirable Criteria

- Experience of developing and implementing H&S and Environmental strategies

- Experience of undertaking performance reviews

How Identified: Application / Interview

Specialist Knowledge

Essential Criteria

Excellent working knowledge of H&S and Environmental legislation.

Excellent IT skills.

Excellent report writing skills

How Identified: Application / Interview

Desirable Criteria

- Chartered Safety & Health Practitioner or working towards

- Evidence of ongoing professional development

How Identified: Application / Interview

Personal Skills

Essential Criteria

- Good communication skills

- Good administrative skills

- Mentoring skills

- Can work well as part of a team, support and motivate others

How Identified: Application / Interview

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Team Skills

Essential Criteria

Can work well as part of a team, support and motivate others

How Identified: Application / Interview

Generic

Essential Criteria

Awareness of equal opportunities issues and strong commitment to non- discriminatory practices

How Identified: Application / Interview

Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

1. Leading and Deciding	
1.1 Deciding and initiating action	Essential
1.2 Leading and supervising	Essential

2. Supporting and Co-operating	
2.1 Working with people	Essential
2.2 Adhering to principles and values	Essential

3. Interacting and Presenting	
3.1 Relating and networking	Essential
3.2 Persuading and influencing	Essential
3.3 Presenting and communicating	Essential

4. Analysing and Interpreting	
4.1 Writing and reporting	Essential
4.2 Applying expertise and technology	Essential
4.3 Analysing & managing budgets	Essential

5. Creating and Conceptualising	
5.1 Learning and researching	Essential
5.2 Creating and innovating	Essential
5.3 Formulating strategies and concepts	Desirable

6. Organising and Executing	
6.1 Planning and organising	Essential
6.2 Developing results and meeting customer	Essential

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expectations	
6.3 Following instructions and procedures	Essential

7. Adapting and Coping	
7.1 Adapting and responding to change	Essential
7.2 Coping with pressures and setbacks	Essential

8. Enterprising and Performing	
8.1 Achieving personal work goals and objectives	Essential
8.2 Entrepreneurial and commercial thinking	Essential

Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.