

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Facilities Manager

Reference: REQ000076

Contract type: Permanent

Hours per week: Full Time – 37 hours

Term-time only: No

Scale: MS 3- 6

Salary: £36,706 to £39,479 per annum

Location: Bournville College Campus*

*Postholders can be required to work at any South and City College Centre

Responsible to: Head of Estates

Aims of Job/Job Purpose: Support the Head of Estates to deliver the full spectrum of estates and facilities functions in full support of the wider organisational objectives of South and City College Birmingham to a cluster of designated sites.

Key Accountabilities and Responsibilities

1. Support the Head of Estates in the development and implementation of the College's Estates Management and Property Strategy
2. Manage the operational aspects of estates and facilities management within the designated cluster of college sites
3. Line management of a team of Estates Support Managers whose responsibility is daily operational aspects of estates and facilities.
4. Assist where necessary with the tender process for the various estates service contracts including those subject to OJEU procedures
5. Assist with the management of service contracts to ensure effective delivery of services cross college in terms of quality and value
6. Assist with the management of capital and refurbishment projects as required
7. Assist where necessary to manage the estates budgets effectively
8. Ensure best value principles and procurement best practices and procedures are followed in placement of orders and contracts
9. Undertake relevant benchmarking exercises including eMandate submission
10. Assist with the management of all aspects of premises related health and safety requirements
11. Deputise for the Head of Estates when necessary
12. Deputise for the Estates Support Managers as required
13. Undertake any other duties commensurate with the nature and grade of the post.

General: Divisional Management

- 1 Work to ensure the college's success in the areas of improving standards, effective employer engagement, widening participation and social inclusion.
- 2 Contribute fully and effectively to the college's development and business planning processes
- 3 Provide effective leadership to and efficient management of staff
- 4 Apply college policies and procedures effectively, in support of the college's development plan and mission
- 5 Provide accurate and on-time information when requested

Management of staff

- provide clear and effective leadership and vision for assigned staff within the division
- agree and set reasonable targets in line with the college's development plan
- hold half-termly review and monitoring meetings with divisional staff
- hold regular staff meetings and communicate clearly the college's priorities
- ensure effective and timely recruitment, selection, induction and mentoring of staff
- deploy staff effectively in delivering or supporting courses / services
- ensure appropriate training and development is identified and provided to staff
- deal effectively with under-performance of staff within the division, using the college's procedures
- monitor levels of absence among staff and take appropriate action in conjunction with the personnel department
- ensure that all staff respond appropriately to requirements arising from the widening participation, social inclusion and employer engagement agendas

Management of the student experience

- assist where necessary to ensure that the estates contribution to the study program is implemented and fulfilled
- ensure that pastoral / service support is sufficient and appropriate for all learners
- ensure accurate records are kept
- act to resolve effectively and efficiently cases of dissatisfaction or conflict

Management of physical resources

- prepare estimates and manage budgets to meet planned activity
- keep accurate financial records
- keep an inventory of resources and manage purchasing procedures
- monitor the use of resources
- ensure that accommodation and resources are adequate for the range of provision and learners
- ensure that health and safety requirements are fully complied with and risk assessments are conducted and recorded accurately

Management of quality

- promote continuous improvement by requiring high standards and setting appropriate targets to drive up standards
- be up-to-date with management information and performance data and use it effectively in assessing performance and setting targets for the directorate / division
- produce a divisional business plan, aimed at effecting improvements in quality and efficiency
- ensure that outcomes from surveys of students and employers are taken seriously and used to improve the provision
- participate in the college's internal inspection and lesson observation systems and take any necessary corrective action

External liaison

- ensure that the college's provision is marketed effectively
- contribute to the acquisition of external funds
- ensure the division plays a full part in developing links with and provision for employers, community groups, schools, Higher Education Institutions, local authority partners and other relevant external agencies

PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
Qualification at level 5 or above		√	Application Form
Level 3 in H&S Management	√		Application Form
Experience of Estates management for more than 2 years	√		Application Form/Interview
Evidence of leading a division and developing its team		√	Application Form/Interview
Excellent communication skills (oral and written)	√		Application Form/Interview
Evidence of thinking tactically and identifying significant success factors	√		Application Form/Interview
Excellent Interpersonal skills	√		Application Form/Interview
Skillful in motivating and empowering team members and other divisional staff	√		Application Form/Interview
Confidence to express ideas in a clear and concise manner	√		Application Form/Interview
Estates experience or qualification	√		Application Form/Interview
Demonstrable record of working flexibly and using own initiative	√		Application Form/Interview
Experience of working to pressure and tight deadlines	√		Application Form/Interview
Demonstrable record of achievement against objectives and targets	√		Application Form/Interview