

# DIRECTOR OF ESTATES

## JOB DESCRIPTION

### Primary Objective of Role

- To manage all aspects of Doha College estate, its related resources and facilities,
- To provide a physical support environment commensurate with the college's strategic objectives,
- To provide long-term comprehensive and integrated physical resource planning for the College,
- To create the basis for exploring the full potential of the College's Physical Resources.
- To provide strategic leadership and effective management of the Estates and Facilities department
- To manage and be accountable for the efficient and effective provision of centred services for estates planning, management, and facility support activities

### Accountability and Responsibilities

#### Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance, at all times, within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

#### Principal Responsibilities

- Support the College's development plan objectives re: the development of the estate and its services.
- Ensure the Estates and Facilities are well managed and operationally effective. Set up robust systems and processes relating to all aspects of its activities.
- Plan and monitor the annual Estates and Facilities Management budget
- Underpin a strong service ethos which places students, staff and clients at the forefront of all its activities.



## Key Areas

- Major capital development programmes
- Financial Management
- Maintenance, refurbishment and repairs
- Health and Safety and compliance
- Management of Staff
- Risk Management

## Key Duties

- To contribute effectively to the College's strategic planning processes with special reference to the physical environment and the physical resources strategy, in the context of supporting the Colleges teaching and other business activities.
- To be directly responsible for providing informed, timely and accurate reporting and advice to the Leadership Team on all major aspects of Estates and Facilities Management.
- To liaise closely with senior staff in the planning and consultation processes relating to strategic and major operational developments within Estates and Facilities and to effectively communicate such plans and activities in a range of methods.
- To be the key contact for the securing and delivering the letting of the College's premises to outside organisation.
- To be responsible for all statutory compliance matters within the Estates Team and directly line-manage the Facilities, Health and Safety Department and major external contractors.
- To communicate with a wide of individuals and organisations, including Ministries, technical contractors, and architects.
- To build close working relationships and to nurture a strong sense of teamwork among the Estates and Facilities Department.
- To keep under review development at local and international levels relating to Estates and Facilities Management, to assess their implication for the College, and disseminate information and ideas within the College as appropriate.
- To be the school's risk champion, who advises the Principal on all matters risk

## Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check.



# PERSON SPECIFICATION

## Key Requirements

### Qualifications and Knowledge

#### Essential

- NEBOSH diploma or equivalent health and safety qualification
- Degree and/or relevant qualifications

#### Desirable

- Evidence of recent professional development

### Experience/Knowledge/Skills

#### Essential

- Significant experience of estate management
- Experience of managing minor capital works from start to finish
- A sound knowledge of health and safety regulations
- Experience of managing a team including managing performance of others
- Experience of managing budgets and of monitoring invoices from several contractors
- Excellent interpersonal and communication skills with the ability to deal with a variety of people at all levels in a courteous and professional manner.
- Excellent problem-solving skills and experience of managing a varied workload with the minimum of supervision and direction.
- Experience of involvement in the delivery of major capital projects
- Experience of Risk Management

