

## JOB DESCRIPTION

### Position details:

<b>Job Title:</b>	Deputy Head of Estates
<b>Department:</b>	Estates
<b>Hours:</b>	37hrs pw
<b>Status:</b>	Permanent
<b>Grade/Salary:</b>	Spine Point 37 - £35,707
<b>Regulated or Controlled Activity:</b>	Regulated

### Reporting/Department details:

<b>Responsible to:</b>	Head of Estates
<b>Functional links with:</b>	Senior Leadership Team, College Leadership Team and Safety Health and Environment Officer

### Job Purpose:

To assist the Head of Estates in managing the efficient and effective provision of facilities and delivery services to the agreed quality standards and developing strategies for their continual improvement.

### Main Duties:

To provide operational direction and leadership on all facility and estates operational management matters, ensuring maximum use of available resources and compliance with statutory standards.

To directly manage and be accountable for all operational functions within Estates including maintenance, portering and security.

To work with the Head of Estates in the continued transformation of the estate to ensure it is appropriate and fit for purpose.

## **Main Tasks:**

1. Manage the Estates workforce on a day to day basis and ensure the service provided is fit for purpose.
2. To assist the Head of Estates in the formulation of the Department's annual budget and ensure that all operations and development activities are provided at optimum cost effectiveness.
3. Manage and audit the safe and efficient maintenance and statutory inspections of all facilities, including asbestos register, fixed electrical installations, portable appliance testing, emergency systems and all building infrastructure, ensuring compliance with statutory and agreed College procedures.
4. To assist the Head of Estates in the ongoing development and update of the estate department resources and to be responsible for ensuring that adequate information is available on matters such as physical condition, plans and surveys, legislation compliance, functional suitability and space utilisation.
5. Monitor the performance of contractors and suppliers involved in the supply of goods and services.
6. Create, maintain and improve Health and Safety standards, maintaining procedures and safe working systems.
7. To provide high quality management information and statistics for both internal and external purposes as required.
8. To implement and oversee, safe working practices for the Estates Department workforce in compliance with current Health and Safety at Work Act and related legislation, and the college's Health and Safety policy.
9. To promote the implementation of health, safety and security development within the college.
10. To manage and develop the work of the Electrical Maintenance Engineer, Mechanical Maintenance Engineer, Resource Estates Assistant Team Leader, Estates Services Team Leader and the Estates Administrators including carrying out Probationary Reviews, Professional Performance Reviews, Team Reviews etc.
11. To liaise with the Head of Estates, Electrical Maintenance Engineer, Mechanical Maintenance Engineer, Resource Estates Assistant Team Leader, Estates Services Team Leader and the Estates Administrators to develop and deliver a controlled planned preventative maintenance programme.
12. With the Resource Estates Assistant Team Leader and the Estates Services Team Leader, manage and monitor the day-to-day operation of the Resource Estates Assistants and the Estates Services Assistants.
13. To implement procedures for routine repairs and maintenance and other accommodation needs.
14. To ensure that all day to day repairs and maintenance are carried out to the college buildings, including emergency works.

15. To manage maintenance of all College fleet and estates vehicles.
16. To assist the Head of Estates on development of the College's commercial / external bookings.
17. To assist the Head of Estates with all capital works and improvements to buildings, liaising with contractors on site.
18. To assist the Head of Estates with preparing and monitoring budgets.
19. To assist the Safety, Health and Environment Advisor in development and implementation of emergency procedures.
20. To provide accurate data as required by the Head of Estates, e.g. relating to Estates Maintenance, Staffing and Budgets.
21. To assist the Head of Estates and the Safety, Health and Environment Advisor in ensuring the successful implementation of the Exeter College Sustainability Strategy.
22. When required to deputise for the Head of Estates on the college estate and estate related matters, chairing meetings where necessary.

#### **Mandatory Duties:**

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
2. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

#### **Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites.

#### **July 2017**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

## PERSON SPECIFICATION – Deputy Head of Estates

	Essential	How Identified*	Desirable	How Identified*
<b><u>Experience</u></b>	Project management encompassing financial and supervisory aspects at an operational level	A/I	Project management experience in the Education sector	A
	Management of Health and Safety within an organisation	A/I		
	Demonstrable experience of liaising with diverse stakeholder and user groups	A/I		
<b><u>Skills &amp; Abilities</u></b>	Good interpersonal and communication skills	A/I	Ability to make presentations to meetings	A/I
	Leadership skills	A/I		
	An ability to work well under pressure and to meet deadlines	A/I		
	Knowledge of facilities management system requirements	I		

	Essential	How Identified*	Desirable	How Identified*
<u>Qualifications</u>	Relevant professional qualification in a building construction, building surveying or M/E building services discipline	A	A project management qualification	A
	Up to date knowledge of construction, health and safety and environmental law	A		
<u>Personal Qualities</u>	Ability to work as part of a team	I	An appreciation of the working environment of an educational establishment	A/I
	Energy, enthusiasm and a commitment to high standards	I		
	Full driving licence	A		
<u>Mandatory Requirements</u>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults	I		
	Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.	I		

**\*Key: A = Application Form  
I = Interview**