

Post:	Estates Officer (G)
Place of Work:	This role is based at the Gravesend Campus, but the nature of the work may require travel to any of the College sites.
Hours of Work:	37 hours per week / 52 weeks per annum
Salary:	Tier 6
Accountable to:	Estates Manager North, but also the Assistant Estates Manager North and Director of Estates & Risk Management



Summary:

The post holder is responsible to the Estates Management North but ultimately to the Estates Management Team and will be responsible for all administrative requirements of the Estates functions including maintaining records within the Department and assisting with the management of preventative maintenance administration and working in a collaborative way to support all campuses

Specific Responsibilities:

- To support the Estates Manager North in managing the administration for the Estates facilities of north campuses and support to the Director of Estates & Risk Management and Assistant Estates Manager North.
- To assist the Estates Management Team to manage contractors working on campus, checking DBS compliance, arranging access, ensuring that the Code of Practice for Contractors has been completed and the required documents have been submitted (North Campuses).
- To obtain quotes, for essential repairs across the campus and to place orders as required.
- Liaising with contractors and staff to schedule in repair works.
- To assist in the management and administration and co-ordination of contracts for the Estates department (North Campuses) in coordination with the West Team
- To assist the Estates Management Team North to ensure goods are ordered, delivered and invoices are processed.
- To assist in the management and administration and co-ordination of contracts for the Estates department (North Campuses).
- To assisting in monitoring the budgets for the Estates department and assist with budget setting for each Academic year (North Campuses).
- To assist the Estates Management Team in the collation, monitoring and updating of contractor / service provider records in coordination with the West Team
- To add and monitor preventative maintenance tasks to ensure College compliance with statutory requirements, using the College online Estates Helpdesk System.
- To monitor the Estates and Facilities helpdesk, ensuring job requests are allocated to the relevant staff on each campus and progressed through to completion. Arranging emergency 'call outs' to Contractors when required.
- To deal with and manage all general enquiries/bookings for lettings of rooms and facilities (North Campuses).
- To manage the college minibus booking system North Campuses), liaising with staff to ensure that minibuses are booked and used efficiently.
- To manage the College vehicles (North Campuses) maintain a database, ensuring accurate records are kept. Ensure servicing, repairs and MOT tests, vehicle tax and breakdown cover are fully up to date.
- To collaboratively work with the Estates Teams at all campuses to ensure the smooth running of the Estates Department where required especially during periods of cover.

- To undertake any other reasonable duties as requested by management.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a 'can do' attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL ✓	DESIRABLE ✓	ASSESSED BY (Application, Task, Interview)
(1) Qualifications:			
Good standard of education (to GCSE level or equivalent)	✓		Application / Interview
(2) Knowledge to include			
Excellent knowledge of Microsoft Word, Excel and Outlook with good keyboard skills	✓		Application/ Interview
Excellent literacy skills	✓		Application/ Interview
Able to use initiative, organise and prioritise	✓		Application / Interview
Able to identify and implement improvements in existing systems	✓		Application / Interview
Able to communicate effectively at all levels	✓		Application / Interview
(3) Experience to include			
Experience of working in an administrative role in a complex and challenging environment	✓		Application / Interview
Recent experience of providing effective administrative support	✓		Application / Task / Interview
(4) Skills and Attributes to include:			
Evidence of effective team work	✓		Application / Task / Interview
Able to work under pressure and to strict deadlines, with minimum supervision	✓		Application / Interview
Commitment to establishing and maintaining good working relations with colleagues and students	✓		Application / Task / Interview
Reliable and good interpersonal skills	✓		Application / Interview
Ability and willingness to learn new IT packages.		✓	Application / Interview
Understanding of the Estates / Facilities Sector		✓	Application / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the HR Department.

Sign:_____

Print:_____

Date:_____