

Post Title: Assistant Estates Manager (West)

Hours of Work: 37 hours per week / 52 weeks per annum

Place of Work: The role is considered to be multi sited but will be based from Hadlow Campus

Salary: Tier 2

Accountable to: Estates Manager (West)

Responsible for: Relevant Estates team staff



Summary:

The post holder will report to the Estates Manager (West). The role involves managing the maintenance and caretaking workforce across all of the College's Western (W) sites and may at times involve providing support to the Estates Teams on the Northern (N) sites. The post holder will be expected to ensure work is assigned and monitored to timely completion via the Estates online Helpdesk system.

Specific Responsibilities

- To supervise the day-to-day work of the College maintenance and caretaking staff via the online Estates Helpdesk system, ensuring work is completed in a cost effective way to agreed deadlines.
- To oversee the operation of the local Hadlow site cleaning team to ensure this is carried out in an effective and economical way, and working with the Estates Manager West on operational decisions.
- Contribute to reviews of the College's Planned Preventative Maintenance programme.
- Prepare full specifications, contract documents and drawing architectural plans for procurement and tender purposes.
- Respond to Fire and Intruder Alarms out of College hours.
- Make arrangements for external or internal events arranged by the College where the movement of goods or furniture around the site or between sites may be required.
- Organise the safe transport of goods and furniture between sites when required.
- Place orders, check invoices and agree payments for goods, materials and contracted services.
- Be familiar with the rules of building development and maintenance and support the Estates Manager (West) in ensuring compliance.
- Day to day oversight of contractors, ensuring that specifications are met to required standards.
- Assist in the preparation of sketch plans for special building projects.
- Make recommendations for the proper security of College sites and buildings.
- Assist in raising the profile of Health and Safety within the College and put forward recommendations to the relevant manager where improvements could be made.
- Put forward recommendations for appropriate development programmes for the Estates staff.
- Carry out Health and Safety inspections and investigations as required.

- Undertake any other reasonable duties as directed 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.
5. Leads by example.
6. Results Focussed.
7. Manages resources, performance and risk.
8. Champions effective change.

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

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Task, Interview)
(1) Qualifications:			
Have a building craft, surveying or Health and Safety background/qualifications.	√		Application
Hold current First Aid at Work Certificate		√	Application
(2) Knowledge to include			
Be or become conversant with Health and Safety regulations.	√		Application / Interview
Possess a wide knowledge of building construction and maintenance,	√		Application / Interview
Knowledge of modern Mechanical & Electrical and Building Management Systems	√		Application / Interview
(3) Experience to include			
Experience of working to tight deadlines	√		Application/ Interview
Experience of planning and implementing buildings maintenance programmes to schedule and within budget.	√		Application/ Interview
Managing successful relationships with contractors or external parties to ensure outsourced work is delivered satisfactorily.	√		Application/ Interview
(4) Skills and Attributes to include:			
Good people management skills.	√		Application / Interview
Proactive and able to work on own initiative.	√		Application / Interview
A confident and friendly manner, excellent interpersonal skills and an ability to communicate with a wide range of people including staff, students, visitors and contractors	√		Application/ Interview
Willingness to undertake some offsite travel, holding a clean current driving licence and with access to a vehicle during working hours.	√		Application/ Interview
Have a flexible approach to work	√		Application/ Interview

Personal fitness associated with an active and physical role.	√		Application/ Interview
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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 Code of Conduct, Disclosure and Barring Service and Health & Safety Policy and procedures, which can be located on the College intranet system or via the HR Department.

Sign: _____ **Print:** _____

Date: _____