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**Herefordshire, Ludlow and North Shropshire College**

Job Description

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| **Post Title:** | Estates and Compliance Manager (North) |
| **Responsible to:** | Head of Estates and ICT |
| **Responsible for:** | Estates Supervisor, Caretakers/Site Maintenance, Cleaners, Drivers |
| **Location:** | Walford College, North Shropshire College, County Training (Shrewsbury) |

**Job Purpose**

Under the direction of the Head of Estates and ICT the post holder will oversee the management of Estates staff and the provision of Estates services across college campuses at Walford, Oswestry and Shrewsbury. The role takes the lead in Health and Safety compliance for estates, including statutory inspections and maintenance across an extensive portfolio of assets. Additionally, the position actively manages minor projects while providing support for capital projects and other estates initiatives.

**Main Responsibilities**

A flexible approach is essential for the role, as responsibilities may adapt within the scope of the post.

1. Estates Management

* Manage delivery of hard and soft facilities services across a diverse multi-campus estate, creating an environment conducive to effective teaching, learning, and working.
* Manage estates staff and operations, including the estates helpdesk, site maintenance, groundskeeping, vehicles, and cleaning functions.
* Lead minor projects, write specifications, obtain quotes, select contractors, and oversee project completion.
* Support the Head of Estates in the delivery of major projects, capital works and estates initiatives.
* Develop and implement a planned maintenance programme for both short and long-term objectives, aimed at extending asset lifespan and mitigating operational risks.

1. Estates Health and Safety Compliance

* Lead on Health and Safety compliance, specifically for estates, ensuring stringent adherence to applicable standards, protocols, and regulations.
* Develop and oversee a programme of statutory inspections and servicing for estates assets, coordinating with third-party providers or the internal maintenance team as needed.
* Implement a compliance management system, ensure that records are consistently updated, and follow-up actions are completed within agreed time limits.
* Identify compliance gaps and address areas that need improvement.
* Develop risk assessments and safe working procedures, incorporating HSE Approved Codes of Practice (ACOPs), for the college estate, or specific to the estates department. To be responsible for estates risk registers, including those for COSSH and DSEAR.
* Manage estates vehicle compliance including insurance, safety inspections, Section 19 minibus permits, and driver qualifications. Produce in-house maintenance and driver checklists, ensuring their completion.
* Pursue health and safety qualifications, such as NEBOSH, to enhance expertise and to stay up to date with relevant legislation and industry best practices.
* Take a lead role in the college Health and safety committee, provide expert advice, present data and reports, and support initiatives to enhance health and safety compliance.

1. Operational

* Create a comprehensive set of Standard Operating Procedures (SOPs), including maintenance and repair, site security, disaster management, cleaning, and waste disposal etc.
* Produce and maintain technical documentation for the estates infrastructure, encompassing site plans, plant equipment, and fire and security systems.
* Stay informed about technological advancements in facilities management and lead the transition from paper-based to online systems. This includes the implementation of Computer-Aided Facilities Management (CAFM) and Facilities Helpdesk Software.
* Improve asset tracking and management by tagging and inventorying all estates assets and maintaining a detailed asset register.
* Oversee and manage on-premises contracts, encompassing areas such as security, catering, and cleaning. Participate in contract renewals and retendering as needed.
* Manage contractors by maintaining an approved contractor and key suppliers register, conducting value-for-money assessments, reviewing Risk Assessments and Method Statements, and ensuring compliance with DBS regulations.

1. Other:

* Collaborate with the Estates and Compliance Manager (South) on joint objectives and occasionally lead projects across all HLNSC sites.
* Contribute to developing departmental policies, procedures, and the Estates Strategy.
* Manage budgets as delegated by the Head of Estates and assist in preparing capital funding bids.
* Support the college's commitment to environmental responsibility through initiatives for energy efficiency, waste reduction, and sustainability.
* Collect and assess stakeholder feedback to aid continuous improvement in estates management.
* Act as a member of the Organisation Management Team and participate in the Duty Manager rota.
* Assume leadership duties, including decision-making, staff appraisals, performance monitoring, and deputising for the Head of Estates when needed.
* Collaborate with external stakeholders including colleges, industry partners, regulatory bodies, and consultants.
* Support the Head of Estates in their capacity as Deputy Data Protection Officer by taking on tasks related to data protection and GDPR compliance.
* Participate in the College’s staff appraisal scheme and attend staff development activities.
* Undertake training deemed appropriate for the post, e.g., first aid training with a view to becoming a college first aider.
* Adhere to college policies, including health and safety, safeguarding, Prevent and equality and diversity.
* Undertake any additional duties as deemed commensurate with the role.

**Person Specification**

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|  | Essential | Desirable |
| Education, qualifications  and training | * GCSE grade 4 or equivalent in Maths and English. * Willing to work towards professional qualifications, e.g., NEBOSH. | * Degree or equivalent. * Facilities Management qualification or membership (e.g., IWFM, IOSH.) * Relevant training or ongoing professional development. |
| Experience | * Estates management including hard and soft facilities services. * Knowledge of health and safety compliance in Estates. * Managing contractors, arranging quotes, and overseeing work. * People management and/or team leadership experience. | * Experience working in an educational setting. * Technical knowledge of building plant equipment and services. * Use of facilities management and/or estates helpdesk software. * Overseeing a busy helpdesk. * Budget management. |
| Skills and abilities | * Strong writing skills for the creation of reports, polices and documentation. * Confident in the use of IT. Experience of using Office software and willing to lead on implementing FM software. * Capable of maintaining accurate records of compliance checks and other processes. * Ability to manage buys workload and complete tasks in a timely manner. * Ability to identify and provide recommendations to senior management. * Willingness to learn new skills and engage in personal development. | * Proven skills in managing minor development or projects. * Experience in construction projects including CDM regulations. * Experience in providing training or mentoring to team members. * Any transferable skills not directly related to this position. |
| Other | * Willingness to travel all campus sites across the college. * A flexible approach to working hours. * To be a keyholder and act as an emergency contact. * Hold a valid driving license. | * Hold a D1 license. * To participate in the on-call rota. |