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**Herefordshire, Ludlow and North Shropshire College**

Job Description

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| **Post Title:** | Estates and Compliance Manager (South) |
| **Responsible to:** | Head of Estates and ICT |
| **Responsible for:** | Service Coordinator, Estates Supervisor, Caretakers/Site Maintenance, Groundskeeper, Drivers |
| **Location:** | Herefordshire College (Primary), Holme Lacy College, Ludlow Sixth Form College |

**Job Purpose**

To oversee estates services and compliance across three campuses, ensuring a safe, functional, and sustainable environment through effective management of staff, facilities, and minor projects. Support capital works and lead health and safety initiatives within the estates portfolio.

**Main Responsibilities**

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

1. Estates Management

* Oversee hard and soft facilities, including helpdesk, maintenance, grounds, and vehicles.
* Lead minor projects and support larger estates initiatives.
* Develop and implement planned maintenance programs.

1. Estates Health and Safety Compliance

* Ensure estates compliance with safety standards and regulations.
* Oversee statutory inspections, manage records, and address compliance gaps.
* Create risk assessments and safe working procedures.
* Participate in the college’s Health and Safety Committee.

1. Operational

* Develop Standard Operating Procedures (SOPs), maintain technical documentation, and transition to online management systems like CAFM.
* Oversee contractor management, asset tracking, and contract renewals.

1. Additional Duties:

* Collaborate with the Estates Manager (North) on joint campus objectives.
* Budget management, including forecasting and preparation of capital funding bids to support strategic priorities.
* Lead on environmental and sustainability initiatives specifically within Estates management, ensuring alignment with legislative and institutional sustainability goals.
* Contribute to developing departmental policies, procedures, and the Estates Strategy.
* Serve as a member of the Organisation Management Team, participate in the Duty Manager rota, and deputise for the Head of Estates when needed.
* 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.
* Lead on environmental and sustainability initiatives specifically within estates management, ensuring alignment with legislative and institutional sustainability goals.
* Adhere to college policies, including health and safety, safeguarding, 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. | * Relevant degree, training or ongoing professional development. * Facilities Management qualification or membership (e.g., IWFM, IOSH.) |
| Experience | * 3+ years in an Estates role. * Estates management including hard and soft facilities services. * Knowledge of health and safety compliance in Estates. * Managing contractors, arranging quotes, and overseeing work. * 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 busy 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. |