

**Herefordshire, Ludlow and North Shropshire College**

Job Description

|  |  |
| --- | --- |
| **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**

|  |  |  |
| --- | --- | --- |
|  | Essential  | Desirable   |
| Education, qualificationsand 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.
 |