**JOB DESCRIPTION** 

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| **Job Title:** Estates Officer  **Reporting to:** Estates Co-ordinator  **Base:** Broomfield Hall, with travel to others sites as required |
| **Hours:** 37 hours per week (as and when required)  **Contract Type:** Support  **Holidays:** 20 Dayssubject to service increases plus 8 bank holidays and 6 College closure days where applicable  **Salary:** £32,446 per annum |
| **Job Purpose**  To aid the Estates Operations Manager and Estates Contracts Manager in their day-to-day duties in managing the estate and all estates related contracts (cleaning, security, vehicles, pest control etc). |
| **Key Responsibilities**   * Work as part of the Estates management team to ensure that Service Delivery and Operational KPIs are delivered through collaborative working. * To assist in the development and implementation of the Colleges planned and reactive maintenance programme. * To be actively involved with all Estates related topics including but not limited to capital plans, refurbishments and day to day maintenance. * Procuring quotations from contractors and liaising with them about projects. * To assist the wider estates provision in meeting the needs of premises maintenance. * To contribute to the continuing development of the whole estate. * To aide with Estates contracts and attend meetings where required. * Respond appropriately to emergencies or urgent issues as they arise and manage/report/escalate the consequences. * Out of hours contact and call out when required. * Represent the College at internal and external client meetings. * To be actively involved in contracts for Soft Services (security, pest control, cleaning, transportation etc.) * Deputise for the Estates Operations Manager and Estates Contracts Manager when required (annual leave, etc). * Take responsibility for one’s own professional development and continually update as necessary. * Demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload. * Take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. * Undertake risk assessments for any new activity and ensure risk assessment checks are carried out for any ongoing activity. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures and legislation, including but not limited to: Safeguarding, Equality and Diversity, Equal Opportunities, Health and Safety, Data Protection, Computer Network Acceptable Use. |
| **Competencies**   * Good communication and interpersonal skills * Build collaborative working relationships with colleagues and stakeholders within Estates and across the wider College * Able to analyse and problem solve with teams * Able to multi-task and manage conflicting demands and priorities to tight timescales * Competent in the use of office IT systems and programs especially MS Word and Excel; including specific facilities management systems |
| **Knowledge**   * Latest developments in Estates and Facilities practice * Knowledge of Commercial / Educational Estates and Facilities * Current and pending legislation as it affects estates management * Safeguarding requirements * Health and Safety legislation |
| **Qualifications**   * Level 2 Maths * Level 2 English * Full and current driving licence * An Estates/Building qualification or relevant experience |