**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.
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| **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
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| **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
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| **Qualifications*** Level 2 Maths
* Level 2 English
* Full and current driving licence
* An Estates/Building qualification or relevant experience
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