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| **Job Title:** Estates Officer – Contractors, projects and Buildings **Reporting to:** Estates Contract Manager.**Base:** Broomfield, but required to work across all sites as and when required. |
| **Hours:** 37 hours per week, 52 weeks a year**Contract Type:** Support**Holidays:** 20 Dayssubject to service increases plus 8 bank holidays and 6 College closure days where applicable**Salary:** £33,744 per annum |
| **Job Purpose**Support the Estates Operations and Contracts Managers in the effective management of the College’s estate and associated service contracts (e.g. Capital projects, MEP, Pest Control) |
| **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.
* Source and evaluate contractor quotations; coordinate and communicate project requirements effectively
* 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.
* Support the management of Estates contracts and represent the department in relevant meetings as required
* Respond promptly and effectively to emergencies or urgent issues – ensuring appropriate management, reporting and escalation of outcomes
* Out of hours contact and call out when required.
* Represent the College at internal and external client meetings.
* To be actively involved in all contracts, including but not exclusive to MEP, Fleet, Pest Control. Catering
* Provide cover for the Estates Operations and Estates Contracts manager during periods of absence, such as annual leave, ensuring continuity of service and decision-making
* 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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| **Person Specification** |
| **Competencies****Essential*** Demonstrate strong communication and interpersonal skills, with the ability to engage effectively with colleagues, contractors and stakeholders at all levels.
* Demonstrated ability to analyse complex issues and collaboratively develop solutions.
* Build collaborative working relationships with colleagues and stakeholders within Estates and across the wider College
* Proven ability to analyse complex issues and collaborate with teams to develop effective solutions.
* Skilled in managing multiple tasks and balancing completing priorities effectively within tight deadlines
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| **Knowledge and Experience** **Essential*** Up to date understanding of current trends, innovations and best practises in Estates and Facilities management
* Familiarity with the operational and strategic management of Estates and Facilities within commercial and educational environments.
* **T**horough understanding of current and forthcoming legislation relevant to estates and facilities management
* Safeguarding requirements
* Comprehensive knowledge of Health and Safety legislation and its application within estates and facilities management
* Proficient in using office IT systems, particularly Microsoft Word and Excel, as well as specialized facilities management software including BMS Systems but not exhausted to.

**Desirable** * Previous experience working within the Further Education (FE) sector, with an understanding of its operational and regulatory environment
* Managing a team
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| **Qualifications****Essential** * Level 2 Maths
* Level 2 English
* Full and current UK driving licence, with access to a personal vehicle for work-related trave
* An Estates/Building qualification or relevant experience with FE
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