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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. |
| **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 |
| **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 |
| **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 |