

Job Description and Person Specification



Head of Estates & Facilities

Salary:	£54,555pa inclusive
Hours:	36 hours per week
Leave:	35 days per annum plus public holidays
Reports to:	Executive Director of Resources
Responsible for:	Facilities Supervisor Facilities Assistants Commercial Lettings Co-ordinator Cleaning Services delivery
Location:	This post will involve work at both the Isleworth Campus and The Skills & Logistics Centre in Feltham
Purpose of post:	To provide operational management of buildings and accommodation with accountability for the delivery of excellent facilities management services. To be responsible for building compliance and managing relationships with both internal and external users, including contractors and service providers. To ensure provision of a physical environment that is welcoming, safe, secure, clean, compliant, and sustainable that supports the College's strategic objectives.

The duties and responsibilities specific to the area of work are:

Leadership & Management

1. Line Management of the Estates & Facilities team.
2. To be an active and collaborative member of the College Management Team.
3. To ensure statutory compliance of Health & Safety in respect of property, plant, procedures, contractors, staff, students and customers.
4. Responsible for the procurement and delivery of contracted services and outsourced service contracts that will deliver high quality and value for money services.
5. Management of the departmental budgets and expenditure relating to the upkeep of the college and assigned capital works.

Estates & Facilities

6. To be responsible for the reactive and planned maintenance of the College estate, facilities and related resources.
7. Routinely conduct communal inspections of the College estate and identify any corrective actions needed, including repairs, maintenance, health and safety or minor improvement works and provide written reports as required.

8. Maintain a detailed knowledge of contractors' site operating methods and monitor all contractors on site to ensure their compliance with legislation and safe working practices. Ensure in house Estates staff also adhere to relevant health & safety legislation.
9. Ensure that appropriate arrangements and infrastructure is in place to manage and maintain door security, access control, CCTV, intruder and fire detection systems.
10. Maintain inventory/asset records and manage PPM schedules, ensuring that all servicing, testing and statutory inspections are carried out for all plant, equipment and infrastructure to ensure compliance with the appropriate regulations or legislation.
11. Ensure that appropriate up to date written or electronic records/logs are kept and continually maintained in line with building regulations and health and safety legislation, including fire, electrical, LEV, LOLER, water hygiene and waste disposal.
12. Oversee the management and delivery of commercial lettings to maximise revenue opportunities.
13. Lead on the development and continual review of the College's property, environment and sustainability strategies, working with a wide range of stakeholders, executive committees and the governing body.

Health & Safety

14. Maintain appropriate records of reported accidents, incidents and/or dangerous occurrences (including RIDDOR reports to the HSE) and provide recommendations for improvement where required.
15. Produce termly updates and statistics on accidents, incidents and training to the Health and Safety Executive Committee and produce an annual report to Governors on performance and progress against the Health and Safety Development Plan.
16. Plan, organise and execute termly fire drills for each building in accordance with fire/emergency evacuation procedures and produce an observation report with any appropriate recommendations.
17. Determine and maintain the required levels of first aid cover and fire marshals for the College and actively support in their recruitment and training. Maintain an appropriate stock of first aid consumables for distribution to first aiders.
18. Review and maintain all college health and safety policies, procedures and management systems, including mandatory training, first aid, emergency evacuation, fire, legionella and general risk assessments.
19. Routinely review and approve risk assessments for curriculum areas, events, trips/visits and advise or support to staff to ensure that necessary controls have been considered, put in place and tested periodically.
20. Ensure that appropriate driving licence checks are completed and controls are in place for the use of College vehicles.

General

21. Follow strictly the requirements of the College's health and safety policy and comply with the College financial regulations.
22. Promote a positive image of the College in all contacts with students, employers and professional bodies.

23. Attend and Participate in College meetings as necessary and actively promote college policies.
24. Participate in staff development activities and undertake further training as part of your continuing professional development, including keeping up to date with building regulations and health and safety legislation.
25. Work flexibly in order to satisfy the organisational needs, including enrolment and occasional evening or weekend work.
26. To maintain confidentiality of information acquired in the course of undertaking duties for any member of staff, students or department of the college and adhere to the College's Data Protection Policy and the Data Protection legislation.
27. To uphold and promote College policies, procedures and controls, including the College's Equal Opportunities policy and promoting those specifically applicable to this area of work.
28. Carry out other reasonably comparable duties that may be required from time to time.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess knowledge and relevant practical experience of:
 - a) Estates and Facilities management, including site security
 - b) Building, Mechanical and Electrical Maintenance
 - c) Health & Safety management, risk assessment and compliance
2. Has a relevant health & safety qualification such as NEBOSH, IOSH, etc. or is currently studying towards qualification.
3. Have experience of staff line management, being able to demonstrate leadership, motivational and team building skills.
4. Relevant experience of budget management, including both operational and capital expenditure.
5. Possess good written skills, being able to demonstrate effective report writing and risk assessment reviews with appropriate IT skills relevant to the post.
6. Be able to maintain records and systems to enable effective compliance planning and monitoring in line with legislation.
7. Possess good communication skills and is able to effectively communicate with a wide range of individuals including students, staff, visitors, contractors and professional bodies.
8. Be able to demonstrate the ability to work in a confidential and sensitive manner. Undertaking investigations as required using tact and diplomacy in difficult or contentious situations.
9. Has working knowledge of building management and health & safety legislation / regulations and is able to provide proportionate and measured professional advice and support.
10. Possess a certificate in First Aid at Work or willing to undergo training to achieve a qualification.
11. Possess a Literacy and Numeracy qualification at Level 2.
12. Possess good organisational skills and being able to work under pressure to prioritise work, ensuring that deadlines and/or projects are met on time.
13. Have an awareness and understanding of equal opportunities, safeguarding and prevent initiatives.
14. Has a full and valid UK driving licence.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

Closing date: 2 May 2024

Reference No: 4EST001

Interview date: TBC

Conditions of Service

Contract:	Permanent Full time
Hours:	36 hours per week
Salary:	£54,555pa inclusive The salary offered for this post will be a spot salary on point 10 of the Management Spine scale. Spot salary means there is no entitlement to any incremental pay increase.
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	35 days per annum plus public holidays (less up to 5 days Christmas efficiency closure).
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is to ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.