

# Job Description

**Head of Facilities**

Job Title: Head of Facilities

Grade: c £50k

Reporting to: Executive Director- Corporate Services

Direct Reports: Head of Security, Estates Manager – Harrow, Estates Co-ordinator – Uxbridge, Senior Health and Safety Advisor, Health and Safety Advisor

Responsible for: This lead role will encompass oversight of the College’s property and assets responsible for all service contracts, security services and health & safety. The post holder will also be responsible for maintaining ISO14001, environmental standards and energy management.

Base location: Uxbridge but covers all campuses

## JOB PURPOSE

To work with Executive Director Corporate Services to lead on developing an Estates Strategy for the College, including both property, sustainability, and associated services. To maximise the efficiency and effectiveness of this corporate services area. To ensure the provision of clean, safe, well-maintained, legally compliant, and suitable learning and working environments via effective management of the College property, facilities and related services, and management of Estates and Security staff.

The post holder will play a full part as a member of appropriate College management groups and will promote and develop a team culture and commitment to the College’s corporate aims and objectives. The post holder will be responsible for the recruitment, development and organisation of the Estates and Security department.

**DUTIES**

**Main Duties and Responsibilities**

1. Development and delivery of an approach to estates and security management which is flexible, sustainable, and appropriate to the current and future development of the College group
2. Responsible for all aspects of the upkeep and running of college premises on designated sites and managing the work of Estates staff and contractors on those sites, ensuring efficient an effective response to need.
3. Manage the work of the Head of Security/Campus Supervisor for designated sites to ensure Security staff operate effectively and students feel safe.
4. Responsible for control and management of the overall Estates and Security budget including capital works Follow College finance regulations and procedures for expenditure including when new contracts are awarded, and existing ones reviewed. Compilation of Estates and Security budget.
5. Take a major operational role in the implementation of major capital projects, maintaining good communications and effective management with site users, staff, professional consultants and contractors
6. Develop/consolidate and maintain, facilities records, space utilisation data and other documentation as required.
7. Ensure periodic review of building condition/safety by using external consultants.
8. Maintain all relevant licenses and registrations relating to buildings and fixed plant on designated sites.
9. Lead/co-ordinate environmental sustainability initiatives and energy conservation, ensuring energy usage is published on college websites annually in accordance with the law
10. Ensure contractors are DBS cleared, complete site inductions and submit RAMS (Risk Assessments, Method Statements) in advance of works and that the College operates a system of works permits.
11. Monitor additional work by staff or contractors to ensure satisfactory completion and follow up on any deficiencies and ensuring H&S compliance.
12. Ensure appropriate management/monitoring system (e.g., helpdesk) to demonstrate achievement of service levels, departmental standards, and respond to customer needs

**Health & Safety:**

1. To contribute to the Health and Safety strategy with assistance from Health and Safety Advisor. HSG 65 is to be the guiding document.
2. Ensure adequate risk assessment in place for the Estates and Security department tasks
3. To manage and direct the work of the College Health and Safety Advisor and assist with the preparation of a rolling schedule of inspections.
4. To ensure that reportable accidents under RIDDOR (more than 7 days absence) involving College staff are reported to the HSE and that they are properly investigated.
5. Respond appropriately to emergencies or urgent issues as they arise.
6. Oversee management of Health & Safety systems.

**Management of Staff**

1. To appraise staff using the College appraisal procedure and participate in the appraisal, recruitment, and mentoring processes.
2. To manage the Estates and Security team planning effective training and progression opportunities for Estates and Security staff.

**General Duties/Other**

1. To co-ordinate the Departmental self-assessment process and report and contribute to the College self-assessment report as required.
2. To monitor the quality of service provided through annual questionnaires for both staff and students.
3. To promote excellence in all working practices and maintain the College ethos and culture of good teamwork.
4. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its Health and Safety Policy.
5. To comply with and actively promote the College’s Equal Opportunities Policy.
6. To ensure that statutory regulatory audit requirements are met within Department activities.
7. To participate in a programme of personal self-development appropriate to both individual and College needs.
8. To attend external conferences/meetings on behalf of the College and participate in and contribute to the College’s in-service training activities.
9. To support the College’s commitment to safeguarding and promoting the welfare of children, young adults, and vulnerable adults.
10. To act as Duty Manager for the College when required.
11. To undertake all other duties as may reasonably be required by the Executive Director of Corporate Services.

*The lists above are not intended to be exhaustive and the post holder will be required to undertake any duties commensurate with the role of Head of Estates and Security. The post holder will take part in an annual cycle of appraisal which will be conducted by the Executive Director of Corporate Services.*

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

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## Person Specification

# Head of Facilities

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How assessed?\*** |
| **Qualifications** |  |  |  |
| A level or HND standard of education | ü |  | AF/Cert |
| NEBOSH |  | ü | AF/Cert |
| IOSH | ü |  | AF/Cert |
| Knowledge, Skills and Experience |  |  |  |
| At least 8 years’ experience of working in Estates and Facilities, or building services operations | ü |  | AF/IV |
| Experience of capital projects and co-ordinating projects/controlling costs | ü |  | IV/AF |
| Knowledge and experience of managing all aspects of Health and Safety including risk assessments | ü |  | AF/IV/T |
| Knowledge and experience of maintaining Environmental standards | ü |  | AF/IV |
| Experience of successfully managing external suppliers/contractors | ü |  | IV |
| Resource and budget management experience including asset management | ü |  | IV |
| Ability to build good working relationships with a wide range of stakeholders, internal and external | ü |  | IV |
| Strong planning and organisational skills, with good attention to detail and able to initiate and lead projects | ü |  | IV |
| Ability to work well under pressure and to deadlines with good time management skills and the ability to prioritise | ü |  | IV |
| Experience of managing/leading a team | ü |  | AF/IV |
| Good communication and interpersonal skills | ü |  | AF/IV |
| A deep commitment to equality of opportunity, diversity and the well-being and safety of staff and students. | ü |  | IV |

**\***Evidence of criteria will be established from:

AF = Application Form

Cert = certificates checked on interview/induction

IV = Interview

T = Tests