**JOB SPECIFICATION**



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| **MYERSCOUGH AND PROUD**  |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Estates Manager | Estates |
| **SALARY** | **BENEFITS** |
| Band 6 – £35,819 - £40,294 per annum  | Local Government Pension Scheme26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Deputy Principal of Resources | * Maintenance Manager
* Estates Administrator
* College Mechanic (TBC)
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| **KEY TASKS AND RESPONSIBILITIES** |
| * Management of the College’s major, minor and refurbishment construction projects, from conception to completion within budget and time scales.
* Management of estates records and data returns.
* Management of College infrastructure including utilities, foul water treatment plant and structural IT wiring.
* Management of construction and technical solutions which support the achievement of Net Zero targets set by the College.
* Management of routine and reactive maintenance requirements.
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| **ROLE SPECIFIC KEY DUTIES** |
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| **Project Management*** Manage the planning of works and the execution of projects to ensure that a consistently high quality of work is delivered, that efficient use is made of available resources and disruption to users of the College is minimised.
* Responsible for the management of all types of construction and refurbishment projects including liaison with College management, design teams and College end users.
* Supervision of contractors on College sites including compliance with Health & Safety. Carrying out the duties of Clerk of Works on behalf of the College and acting as the College liaison person with contractors.
* Development of performance specifications to allow minor projects to be tendered, contractors selected and projects delivered within agreed timescales and budgets.
* Ensure that the necessary records and reports required to support planning applications are in place and up to date including ecology reports, travel plan and other relevant statutory requirements.
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| **Estates Management*** To operate within annual estates budgets and assist in preparing the estates business plan and other financial budgets/ reports.
* Prepare an annual Self-Assessment Report (SAR) including operational smart targets and actions.
* To be responsible for the efficient procurement, tendering and appointment of professional consultants and supplier of construction, consultancy and other services in accordance with College policies and procedures.
* Support the efficient procurement and management of College utilities and services including electricity, gas and water.
* Support the development of an action plan (campuses operations) to allow the College to achieve net zero for scope 1 and 2 emissions by 2030 and to reduce scope 3 emissions by 2030 and reduce to zero by 2040.
* To be responsible for delivering construction and technical solutions which form a key element of the Colleges decarbonisation / sustainability action plan.
* Support the development and evaluation of cost estimates on all elements of the action plan.
* Support the evaluation of funding options and solutions for all elements of the decarbonisation/ sustainability action plan.
* To manage local authorities and statutory approval processes including planning applications, building regulation approvals, fire certificates and other relevant approvals.
* Preparing and submitting estates data submissions as required by Department of education and Education and Skills Funding Agency.
* To provide regular reports on estates and facilities performance including space utilisation.
* To assist in the development, review and operation of the College’s Emergency plan and Business Continuity plans.
* To ensure that communication systems and practices support effective management arrangements and promote good relations with staff and students.
* Oversee the compliance and management requirements links to the external environments of the main campus and college controlled remote campus areas.
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| **Transport Management**Support the management of College fleet vehicles including procurement and co-ordination of all polices and procedures relating to the use of all College vehicles.* Support the organisation and co-ordination of College bus services provided by external contractors.
* Support the timely provision of bus service information to other College areas to support student recruitment and attendance.
* Support the development and delivery of a College Travel Plan.
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| **ROLE SPECIFIC DUTIES** |
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| **Other Duties*** Assisting where required the Maintenance Manager with the preparation of maintenance schedules and the development of long-term maintenance requirements.
* Available to attend in emergencies at nights and weekends for matters relating to campus security, fire and damage, infrastructure/ utility failures and essential health and safety concerns.
* Cooperate with and assist operational areas which have management responsibility for parts of the wider College estate to implement efficient and effective management strategies and plans.
* Attend and support College wide recruitment and promotion type events.
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| **Equality and Diversity*** Work with the Director of Student Safeguarding, Support and Welfare to lead strategies within Further Education to advance fairness, respect, equality, diversity, inclusion and engagement (FREDIE), to understand and remove any barriers and address any gaps in participation and achievement.
* Lead the development, delivery and implementation of the College Access and Participation Plan to meet external deadlines.
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| **Health, Safety and Sustainability*** Ensure Further Education provides full compliance with agreed safety, quality and environmental standards and expectations.

Promote and advance sustainability throughout Myerscough College. |
| **GENERAL DUTIES** |
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| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making.
* **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.
* **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.
* **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.
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| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  |
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| **GENERAL DUTIES** |
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| Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. |
| Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. Ensure all employees support this aim and its implementation pro-actively. |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility. |
| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

 (PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to provide leadership for, and work as part of a team (A/I)Ability to work to high quality standards (A/I)Highly motivated with a commitment to succeed (A/I/P)Excellent command of the English language (A/I/P)Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** |
| BSc (Hons) in Construction Project Management or a directly equivalent qualification in skills and level. (A)Relevant work experience in the construction sector (A/I)High level of digital literacy and competent in using a range of Microsoft products (A/I)English and maths GCSE at grade C/level 4 or equivalent (A)  | Post-graduate qualification (A)Technical building knowledge with site management experience (A) |
| ***General Intelligence*** |
| Outstanding ability to lead and manage (A/I)The capacity to communicate highly effectively both verbally and in the written word at all levels and via electronic methods/media (A/I/P)High-level ability to manage and interpret data in a range of formats (A/I) |  |
| ***Special Aptitudes*** |
| Experience of working with external contractors (A/I)Leadership / communication skills and the ability to motivate and inspire a team (A/I/P)Managing/ working within budgets (A/I) | Experience of working in partnership with other organisations (A/I)Minimum 5 years’ relevant post-graduation experience (A/I)Knowledge of CAD, Gantt charts and other building management software (A/I)Negotiation/ facilitation skills (A/I) |
| ***Interests*** |
| High levels of interest in the work and achievement of students (A/I)Full commitment to ensuring a high quality support for the curriculum experience (A/I) | Empathy with education and land-based sector generally (A/I) |
| ***Disposition*** |
| Hard working and capable of developing the performance of others (A/I)Excellent interpersonal skills (I)Outstanding communication skills (I)Friendly and approachable (I)Person centred approach (I)Able to motivate and inspire staff and students to high achievements (A/I) Focused on ensuring a performance orientated culture across all teams (A/I) |  |

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| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An excellent understanding of health, safety and sustainability requirements of a working environment (A/I)An understanding of and a willingness to promote and develop Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)Ability and willingness to work flexibly (I)Possess a current driving licence / willing and able to travel as required (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Estates Manager | Estates |
| **SALARY** | HOURS OF WORK |
| Band 6 – £35,819 - £40,294 per annum | Normally 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 31 days annual leave, to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus rata Bank Holidays. | Local Government Pension Scheme Employee Contribution Rate (as at 1 April 2022)(based on actual NOT FTE) Contribution rate %  Up to £15,000 5.5%£15,001 to £23,600 5.8%£23,601 to £38,300 6.5%£38,301 to £48,500 6.8%£48,501 to £67,900 8.5%£67,901 to £96,200 9.9%£96,201 to £113,400 10.5%£113,401 to £170,100 11.4%£170,101 or more 12.5%17.4% EmployerYou will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). |
| **COLLEGE VALUES** |
| Promote the College values:

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| **Learning** | **People** | **Sustainability** |
| Our delivery will be high quality and innovative with students at the heart of decision making. | We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. | We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. |
| We will advance **FREDIE**:Fairness, respect, equality, diversity, inclusion, engagement in all we do |

***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| WHAT YOU GET |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
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