**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 and Projects Manager | Estates and Facilities |
| **SALARY** | **BENEFITS** |
| Band 6 – £39,106 - £43,992 per annum | Local Government Pension Scheme  33 days plus Bank Holidays to include up to 7 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Executive Director of Estates and Facilities | * Transport and Fleet Manager * Grounds Maintenance Manager * Estates Administrator |
| **KEY TASKS AND RESPONSIBILITIES** | |
| This is a cross-college role, working across all our centres, with particular focus on:   * Contribution to and execution of the Estates masterplan. * Effective fleet and transport management that is regularly reviewed for efficiency, value for money, and excellent support for the College’s key functions. * Overseeing the Grounds Maintenance to ensure continuous improvement. * Project management of all building and estate related projects. * Energy management through internal advice and guidance, and contract management. * Estate management that ensures leases/tenancies are managed and reviewed, and the property portfolio has clear purpose. * Provide technical advice and guidance across the Estates and Facilities Directorate.   Sustainability is a thread that runs through all areas of responsibility and must be considered in all decision-making. | |

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| **ROLE SPECIFIC KEY DUTIES** |
| Leadership and Management:   * Support and deputise for other managers across the Directorate. * To provide leadership, support and have direct line management of the staff listed above. * To recruit, train, manage, motivate and develop staff, ensuring they embrace a ‘positive’ philosophy and are able to deliver the highest standards of customer service. * Implement staff training and development through team meetings, in-house training sessions and external training courses. Complete performance reviews with all staff under your direct line management to ensure training and development issues are discussed and agreed, followed up and monitored. * Ensure there is appropriate staffing cover, at times to suit the needs of the business, and considering high levels of customer service. * Work with and support all areas of Estates and Facilities to enable us to realise the greatest efficiencies, share best practice, and develop at equal pace. * Support Ofsted inspections, SCCIF, EHO and other inspection / audit / accreditation activity, as necessary. Remain up to date on how these frameworks impact our College. * Maintain and enhance the College profile, reputation and performance through collaborative partnerships locally and where appropriate to do so, also regionally, nationally and internationally. * Be aware of industry standards, processes and updates, to ensure we as a College are working above these standards where possible. * To assist the Executive Director of Estates and Facilities in the development of strategies for the delivery of high-quality services.   General:   * Work collaboratively and closely with all stakeholders (internally across all campuses, as well as with externally with partners) as a key representative of the Estates and Facilities Directorate. * Provide advice and guidance across the college, but especially for the Facilities section, to ensure repairs and maintenance is purposeful and lends itself well to any future projects. * Be bold, innovative and creative in your contributions, and especially when problem-solving. * Horizon scanning for changes in legislation, market influences, and similar, that may affect the College; providing solutions to mitigate any impact. * Create policies and procedures within your areas, and monitor adherence. * Attend and support College wide recruitment and promotion type events.   Property:   * Manage the College’s property portfolio in relation to leases and tenancies, ensuring that we remain compliant and all are regularly reviewed. * Review rents and service charges periodically on all properties we lease out.   Systems and Data:   * Ensure all our Estates records are well kept, up to date, accurate, and in line with current GDPR. * Maintain an up to date and accurate asset register. * Utilise College systems to ensure greatest efficiency. * Create reports, using relevant data from your areas as necessary.   Projects:   * Lead on projects (minor, major and refurbishment) from design, execution and completion, ensuring consistently high standards and quality are considered alongside value for money. * Use your knowledge and experience to follow established project management methodologies thoroughly and conscientiously. * Develop specifications of work in-house where possible. When utilising external partners, ensure proper consideration is given to competency for that specific set of works, and value for money. * Where necessary, complete and submit planning applications; taking into consideration relevant statutory requirements. * Work with internal and external stakeholders to ensure that accessibility is considered in all works. * In all planning and decision-making, consider the impact on staff and students to minimise disruption and maximise positive outcomes.   Finance and Procurement:   * Be familiar with and apply procurement regulations and internal guidance, along with our financial regulations. * Monitor the budgets for all projects and your areas of responsibility to ensure they are within set limits. Support in the budget planning process.   Energy, Environment and Sustainability:   * Manage the energy and utility contracts for the College and complete tender exercises as and when required. * Support the College in effective energy and utility management and sustainability through new initiatives, infrastructure changes, grant funding applications, and contributions to strategic decisions that will have a positive environmental impact. * Contribute to and assist in the delivery of environment and sustainability strategies.   Transport and Fleet:   * Oversee the bus transport strategy to ensure the team can deliver effective transport solutions for the college that support student engagement. * Regularly review the College’s vehicle fleet to ensure it supports the current levels of activity. Ensure the model we have in place is the most effective and efficient one for the current needs.   Safety:   * Consider the levels of supervision and checks required for all contractors, taking into consideration our commitment to KCSIE (Keeping Children Safe in Education), the Prevent Duty, and general safety and safeguarding. * Set high standards for yourself and your teams in terms of health and safety. Always use best practice and not minimum levels. * Assist in the development, review and operation of the College’s Emergency plan and Business Continuity plans. * 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.   Grounds:   * Oversee the Grounds Maintenance function to ensure the College sets an excellent horticultural example aesthetically, environmentally, and creatively. * Lead the cross-College project board that ensures all contributions to the grounds upkeep are managed, with a cohesive approach. |

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| **DUTIES** |
| You will be a role model and promote the College values:   * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community. * **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring. * **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact. * **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive. |
| 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. |
| 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. |

**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*** | |
| Relevant qualification (minimum level 4) or substantial equivalent experience in a relevant technical field (A/I)  Significant experience in an Estates role (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) | Member of the Royal Institution of Chartered Surveyors (RICS) (A)  Project Management qualification, e.g. Prince II (A)  Technical building knowledge with site management experience (A/I) |
| ***General Intelligence*** | |
| Outstanding ability to lead and manage (A/I)  Ability to create policy and procedure, and ensure implementation (A/I)  Excellent grasp of budgets and finances (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 across services with multi-disciplinary teams; managing projects outside of the direct line management area (A/I)  Experience of working with external contractors (A/I)  Leadership / communication skills and the ability to motivate and inspire a team (A/I/P) | Knowledge of planning, including complex applications involving ecology and conservation (A/I)  Experience of working across multiple sites (A/I)  Knowledge of CAD and other building management/CAFM 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 high quality support for the curriculum experience (A/I) | Empathy with education and land-based sector generally (A/I)  Focused on ensuring a performance orientated culture across all teams (A/I) |
| ***Disposition*** | |
| Hard working and capable of developing the performance of others (A/I)  Excellent interpersonal skills (I)  Friendly and approachable (I)  Person centred approach (I)  Able to motivate and inspire staff and students to high achievements (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 - 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 and Project Manager | Estates and Facilities |
| **SALARY** | HOURS OF WORK |
| Band 6 – £39,106 - £43,992 per annum | Normally 37 hours per week.  Hours worked will be to suit the needs of the business and will include evenings and weekends when required. |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 33 days annual leave, to include up to 7 days to be taken between Christmas and New Year at the direction of the Principal,  plus Bank Holidays. | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2025) (based on actual NOT FTE)  Contribution rate %  Up to £17,800                     5.5%  £17,801 to £28,000          5.8%  £28,001 to £45,600 6.5%  £45,601 to £57,700 6.8%  £57,701 to £81,000 8.5%  £81,001 to £114,800 9.9%  £114,801 to £135,300 10.5%  £135,301 to £203,000 11.4%  £203,001 or more 12.5%    You 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 Scheme  Should 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 £49.50 for an enhanced level check). | |

**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 £16 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 | |