

# **BORDERS COLLEGE**

## **JOB DESCRIPTION**

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | <b>Estates Manager</b>  |
| <b>Post Holder</b>     |   |
| <b>Accountable To</b>  | <b>Vice Principal - Finance and Corporate Services</b>  |
| <b>Responsible For</b> | <b>Managing all facilities and estates services for the College, ensuring that all facilities services are delivered effectively and efficiently to meet the needs of all stakeholder groups.</b> |
| <b>Department</b>      | <b>Facilities</b>   |

### **Overall Purpose of Job**

**Operational Management of the College's Facilities Department.  
Ensure efficiency and effectiveness of facilities and estates services to the College.  
Support to Senior Managers on issues relating to facilities and estates management.**

### **Main Duties and Responsibilities**

#### **1. Strategic Management and Planning**

- a. Manage the Facilities Department and support the Vice Principal Finance and Corporate Services.
- b. Prepare operational plans for the Facilities Department.
- c. Management of delegated departmental budgets.
- d. Support the development of an appropriate College Estates Strategy.
- e. Develop, Tender, Project Manage and implement estates related projects across BC.

#### **2. Facilities Management**

- a. To source and/or provide professional advice on all matters relating to College Facilities and estates. Facilities currently includes, but is not limited to: -
  - Planned and reactive repairs and maintenance to all buildings, plant, equipment and Grounds.
  - Statutory inspections
  - Security, including all alarm systems.
  - Fleet management
  - Cleaning services
  - Car park management
  - Contracted Catering services
  - Project Planning and Project management
  - Sustainability
  - Asset management and condition surveying

- Helpdesk Management
  - Utilities Monitoring and Management
  - Manage waste water heating system Contract
  - Provide facilities services to commercial lets.
- b. Ensure appropriate systems and agreements are in place to meet the operational requirements of the College.
- c. Ensure all grounds and buildings are well maintained.
- d. Manage Facilities Budget to ensure control of expenditure in areas of Repairs and maintenance, staffing, utilities and operational requirements.
- e. Manage the Helpdesk facility at the College, ensuring the distribution of jobs across the Facilities Team and that all planned maintenance and other activities are programmed appropriately.
- f. Ensure all planned maintenance is completed as per PPM schedule.
- g. Issue Permits to Work
- h. Manage all Soft services contracts including washroom services.
- i. Maintain the mechanism for service review to ensure quality standards are maintained and enhanced.
- j. Systems administrator for all facilities modules within the college computer systems and Scottish Funding Councils estate management system.
- k. Undertake investigations and ad-hoc exercises on facilities and estates, liaising with other College managers as necessary.
- l. Ensure appropriate legal agreements are in place for all the College's rented properties.
- m. Develop and implement procedures to ensure that external contractors comply with all appropriate College and external policies and procedures.
- n. Participate in project appraisals, providing draft specifications and cost estimates.
- o. Act as project manager for facilities-related projects, ensuring value for money is achieved.
- p. Implement and manage appropriate working patterns for the Facilities Team to ensure that operational objectives are met.
- q. Manage any outsourced services in line with agreed terms and conditions.(including outsourced catering services)
3. Leadership, development and improvement of organisational efficiency
- a. Ensure compliance with College policies, procedures and the implementation of decisions of the College.
- b. Develop and implement facilities procedures for the College.
- c. Hold direct line management responsibility for Janitorial and Cleaning Team, including wider overall management role for the FM team and identifying appropriate training and development needs for the team and leading on developmental activities as appropriate.
- d. Provide training and support for all College staff in the implementation of College facilities policies and procedures.

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- e. Manage the day-to-day operations of the College facilities department, ensuring appropriate working schedules/patterns are developed and implemented.
- f. Represent the College at appropriate external networking events, making recommendations on the outcomes to College management, as appropriate.
- g. Assess the potential impact of external developments, making recommendations to the College Senior Leadership Team.
- h. Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Principal or designated deputy.
- i. Support the Vice Principal – Finance and Corporate Services in securing and maintaining an appropriate portfolio of insurance covers.

#### **4. Personal and Professional Development**

- a. Adopt flexible working methods to meet the changing needs of the College.
- b. Develop and maintain quality standards appropriate to the post.
- c. Develop and maintain professional standards and expertise by undertaking relevant professional development.
- d. Maintain current knowledge of appropriate legislative frameworks.
- e. Conduct yourself at all times in line with our college values and behaviours
- f. Comply with College Policies and Procedures relating to Staff and Students.

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed
- Attendance at internal and external meetings as required

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

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### JOB & PERSON SPECIFICATION

| <b>QUALIFICATIONS</b>   | <b>Essential or Desirable</b> |
|---|-------------------------------|
| SVQ Level 7 or equivalent experience in a construction, engineering or relevant discipline  | Essential                     |
| H&S IOSH managing Safely or equivalent  | Desirable                     |
| <b>KNOWLEDGE</b>  | <b>Essential or Desirable</b> |
| Detailed Understanding of general Building Management in a multi-disciplinary environment   | Desirable                     |
| Understanding of local authority building and planning controls   | Desirable                     |
| Understanding of legal responsibilities regarding safe working  | Essential                     |
| Understanding of all building trades  | Desirable                     |
| <b>EXPERIENCE</b>   | <b>Essential or Desirable</b> |
| Experiencing in operating building management systems (BMS)   | Desirable                     |
| Experience in project management and planning   | Essential                     |
| Experience with contract management and budgetary management  | Essential                     |
| Experience of managing a multidisciplinary team   | Essential                     |
| <b>INTERPERSONAL SKILLS AND ABILITIES</b>   | <b>Essential or Desirable</b> |
| Excellent Communication skills  | Essential                     |
| Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College   | Essential                     |
| <b>OTHER ABILITIES/QUALITIES</b>  | <b>Essential or Desirable</b> |
| Effective prioritisation and organisational skills  | Essential                     |
| Able to plan ahead and anticipate support needs   | Essential                     |
| Capacity to work under pressure   | Essential                     |
| Ability to work effectively within a team   | Essential                     |
| E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information   | Essential                     |
| Have a strong sense of purpose and the drive to achieve agreed goals  | Desirable                     |
| <b>ATTITUDES AND BELIEFS</b>  | <b>Essential or Desirable</b> |
| Commitment to continuous professional development   | Essential                     |
| Commitment to high professional and personal standards of work and conduct  | Essential                     |
| A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career | Desirable                     |
| <b>WORK-RELATED CIRCUMSTANCES</b>   | <b>Essential or Desirable</b> |
| The ability to be flexible and provide support to other team members  | Essential                     |