

JOB DESCRIPTION

Post: Group Deputy Director Estates and Facilities Management

Responsible To: Group Director of Estates and Capital Programmes

Summary of Post: The Deputy Director of Estates and Facilities Management is responsible for the strategic and operational management of the Group's Estates and Facilities functions to support the delivery of high-quality learning and working environments.

The post holder provides strategic direction and advice on the estate ensuring that the built environment is safe for students, visitors and staff, is fit for the future, is managed effectively and efficiently and adapts to the EKC Group's changing needs.

The postholder will also be responsible for leading the establishment of additional facilities management functions, group cleaning arrangements and lettings.

Specific Duties

1. Lead on establishing and maintaining an effective Facilities Management service, including a range of building services trades across the Group;
2. Lead and manage the successful delivery of Group cleaning and housekeeping services to agreed cleanliness service standards;
3. Lead on all EKC School Trust landlord responsibilities and offer advice as required for to School Trust leaders and managers;
4. Lead on the Group Lettings service and generate agreed annual levels of income and contribution;
5. To effectively line manage staff within the areas of responsibility of either Estates or Facilities Management as required.
6. Ensure that the Group nurseries, The Yarrow and EKC Training centres are maintained and enhanced to provide and optimum learning and working environments for all users.

7. Ensure that an effective Asset register and associated maintenance and compliance process is in place to comply with regulations and ensure that all assets are maintained and operate effectively;
8. Lead in the preparation, monitoring and control of group level estates contracts to achieve best value and to comply with relevant regulations;
9. Work with the Chief Infrastructure and Transformation Officer and Group Director to implement sustainability measures across the Group estate to support Net Zero ambitions;
10. To have good understanding of estate utilisation targets and reporting;
11. To be responsible for the preparation of group level annual and long-term estate maintenance plans for key items of infrastructure e.g. boilers;
12. To liaise, as appropriate, with planning and regulatory bodies which have a bearing on Group estate matters;
13. To help develop group level estate policies and procedures as required;
14. To support the Group Director Group Estate and Capital Programmes with a range of estates activities and projects as necessary and to deputise in their absence.

General Duties and Responsibilities:

1. To participate in the staff, support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note: This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Highly effective interpersonal skills to lead negotiations and build rapport with a range of senior leaders and external contractors	✓	✓	6
2.	Effective organisational skills and ability to work to deadline	✓	✓	6
3.	Ability to lead a team and establish a culture of high performance, personal responsibility for quality of output, collaborative team-working and sharing of ideas, expertise and success	✓	✓	6
4.	Excellent and effective written and oral communication	✓	✓	6
5.	Strong decision-making skills and the capacity to manage complex projects	✓	✓	4
6.	Awareness of sustainable practices in estates and facilities management	✓	✓	4
7.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Substantial experience in estates and facilities management, preferably in an education or large-scale/multi-site setting.	✓	✓	6
2.	Significant experience of developing Estate and Facilities Strategies and delivering outcomes.	✓	✓	4
3.	Experience of procuring and managing contractors for maintenance and compliance works	✓	✓	4
4.	Experience of leading estates related transformation initiatives		✓	4
5.	Experience of managing projects from an estates and facilities perspective	✓	✓	4
6.	Experience of implementing sustainability and energy efficiency solutions	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
3.	IT Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
4.	Facilities Management qualification (IWFM or equivalent)	✓	✓	6

Advice to candidates

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - it would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.