

**JOB DESCRIPTION/ CANDIDATE SPECIFICATION**

POST	Facilities Manager
DEPARTMENT	Estates
SALARY	SP 34-37: £42,180 to £45,869
HOURS	36 hours per week
RESPONSIBLE TO	Group Director Estates

THE COLLEGE & DEPARTMENT

Within the context of the College's commitment to providing quality education for all, to be responsible for the development and delivery of a responsive and effective support for all College Estate, Health and Safety and commercial lettings.

The Estates department is responsible for overseeing the satisfactory day to day operations of the College estate. The post will manage business support staff teams, including Caretakers and maintenance and administration to ensure the provision of a robust, efficient and quality service to all College users, support all the estate being fit for purpose and will support the Director of Estates in formulating the College's Estates strategy and policies.

The post holder will promote health, safety and wellbeing for staff, students and visitors ensuring that teaching, learning and other College related activities take place in a healthy and safe environment. Ensuring compliance with College Health and Safety policy and procedures, all relevant Health and Safety legislation and funding authority requirements.

The post holder will be responsible for the management and co-ordination of commercial revenue and opportunities derived from college facilities, including sport, across the existing and future campus.

JOB PURPOSE

- To lead on ensuring the effective maintenance and development of College buildings and relevant estates functions across each of the College's sites in line with the College Estates strategy.
- To promote a safe and secure environment for students and staff
- To engage and ensure close liaison with all sections of the College, local community and key stakeholders to promote, develop and increase income for the College.
- The provision of expert advice and guidance on Health and Safety matters to College managers, staff and students disseminating information and best practice across the College.
- Monitoring, measuring and reporting on Health and Safety performance including the auditing and inspection of internal and external learning and workplace environments. (incident reporting)
- The support of appropriate Health and Safety information and training for College staff.
- The effective planning, organisation, promotion and management of the Sports Centre facilities and equipment at Richmond upon Thames College for the benefit of the College, staff, students and the local community.

- The management, support and supervision of all Estates, Sports Centre, and Health and Safety staff.

MAIN DUTIES AND RESPONSIBILITIES

These duties are not exhaustive or exclusive. The duties may be varied provided that any other duties are appropriate to the grading level of the post.

Estates, Facilities and General College Operations

- To ensure the effective maintenance and development of College buildings and relevant estates functions across each of the College's sites
- To support the achievement of the Facilities and Estates Strategy in line with the College's future curriculum, service, business needs, and in line with the College's finances
- To ensure contracted-out services (e.g. cleaning, catering, security and vending) are appropriately managed and explore other opportunities for contracting out
- To ensure the effective management and maintenance of the site and its grounds to a good standard in particular the outdoor sports pitches.
- To lead on the emergency response team and advise on and ensure it is robust and in line with the Business Continuity Plan.
- To liaise and support, as requested or directed, the college developers and partners to deliver on the aspirations and objectives for the final phase of the campus redevelopment..

Commercial Facility Management

- To oversee the management of commercial activities including the hire of college facilities with a view to increasing revenue streams.
- To ensure compliance with any commercial Memorandum of Understanding or Non-Disclosure Agreements connected with commercial lettings.
- To ensure that relationships with all Commercial Partners of Richmond upon Thames College are successfully and effectively maintained. To generate, support and form new partnerships and opportunities that benefit college revenue creation, positive promotion and development of the campus and services.
- To work towards and meet key performance indicators for income generation and occupancy rates.
- To effectively manage budgets and capital bids and organise the efficient and economic use of staff resources
- To effectively market and publicise all development opportunities to students the local community and other external groups through an innovative range of promotional materials and activities,.

Health & Safety

- Work closely with all College managers ensuring that Health and Safety policy, procedures, practice and risk assessments are in place.
- Oversee risk assessments and PEEPS for students with temporary or permanent mobility issues, ALS needs, pregnancy or assessments where reasonable adjustment have been stipulated in the Educational Health Care Plan (EHCP)
- Work with curriculum areas, employers and other external organisations undertaking placement safety inspections and audits of external learning, work and enrichment environments, advising on the suitability of learner placements and activities.
- Oversee the process for educational trips and visits in the UK and abroad, from a Health and Safety perspective.

- Oversee and work with managers to identify staff training needs and facilitate its delivery and evaluation of Health and Safety related training
- Co-ordinate First Aid provision cross College, ensuring that adequate cover and resources are in place in line with the College first aid at work risk assessment. This will include the need to train and practice as a FAW qualified First Aider.
- Oversee detailed investigation and reporting of accident, incidents, dangerous occurrences, reportable diseases and near misses to RIDDOR and HSG 65 guidance and external reporting to HSE, Health Authorities, Funding Council and Insurers using pre-prescribed reporting systems and to advise on accident prevention measures.
- Produce Health and Safety report for H&S Committee and Governing Body
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Duty Management

- To act as a college day duty officer when required to ensure the safety and wellbeing of all staff, students and visitors to the college. To deal with incidents beyond the capacity of other members of staff or require managerial oversight.

This job description is not exhaustive and the post-holder may be required to undertake other duties as reasonably required by the College Leadership Team.

GENERAL DUTIES

- To participate fully in Staff appraisal according to the College requirements and undertake training as required.
- To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
- To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.
- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult protection, Quality and Financial regulations. To report any concerns to the appropriate person.
- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
- To be available to assist in enrolment procedures, which may require additional hours including evenings and weekends, for example during the Autumn Term.
- To work flexibly, which may include evenings, open days, parents' evenings and possibly weekends.
- To undertake any other duties commensurate with your level of responsibility as may be required by the Senior Leadership Team or a member of the College Leadership Team, in order to ensure the efficient functioning of the College.

CANDIDATE SPECIFICATION

The successful candidate will fulfill the following essential requirements, and will ideally hold the desirable attributes. This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

*** Key:**

A – Application Form I – Interview T – Test

	Qualifications	Essential	Desirable	Assessed By
1	Qualified to Level 6 (Diploma Level) equivalent or above in Occupational Health and Safety		✓	
2	Full member of CIOSH, IIRSM or CIEH		✓	
3	Current First Aid at Work Qualification incl. AED	✓		A
4	Coaching/Gym/Fitness qualifications		✓	A
5	Leisure related degree/ HND or equivalent relevant qualifications and experience	✓		A/I
6	Membership of CIMSPA or other professional industry related organisations		✓	A
	Skills and Abilities	Essential	Desirable	Assessed By
7	Excellent communication, presentation and interpersonal skills and ability to influence and persuade others and confident in making decisions.	✓		A/I
8	Proven ability to present information with self-confidence to individuals and groups on Health and Safety Matters.	✓		I/PE
9	Well developed communication skills both written and oral, evidencing a good standard of numeracy and literacy and the ability to write clear and accurate reports.	✓		I/PE
10	Experience of management or supervision particularly in a leisure and sports environment	✓		A
11	Ability to devise, develop and implement Health and Safety strategies, policies and procedures.	✓		A/I
12	Experience of working within an educational setting.		✓	I
13	The ability to interpret and report on data using management information skills.	✓		I
14	Understand the confidentiality requirements of the role	✓		A/I
15	A commitment to sport, fitness and physical activity and a sound knowledge of the structures that underpin it.		✓	A/I
16	Demonstrable experience and ability to take initiative, lead, meet targets and make decisions under pressure	✓		A/I
17	Excellent IT and administrative skills and an excellent eye for detail			A/I
18	Excellent project management, organisational and planning skills	✓		A
19	Commitment to flexible working and ability to work autonomously using initiative.	✓		I
20	A proven track record of working with related external partners (e.g. Sport England, NGB's local councils) to bring positive benefits to the students.		✓	A/I
21	Ability to work with staff at all levels, as part of a team and on your own without close supervision.	✓		I
	Knowledge and Experience	Essential	Desirable	Assessed By
22	An in depth knowledge of Health and Safety legislation,	✓		AF/PE

	management and practice			
23	Demonstrable commitment to the promotion of excellence in Health and Safety and safe working practice.	✓		I
24	Proven experience of writing funding bids, securing external income and income generating opportunities	✓		A/I
25	Commitment to Equality and Diversity, Safeguarding, Every Child Matters	✓		A/I
26	Evidence of recently undertaken professional development and subsequent practical application and impact.		✓	I
27	Ability to drive a minibus or a willingness to work towards a MIDAS licence.		✓	A

All members of management are expected to exhibit these management capabilities at a strategic level as follows:

Knowledge (a RuTC manager should know:)

- Frameworks, regulations and requirements of the sector and how these relate to their role
- College information systems and how to utilise data
- College/section Strategic Objectives
- College/section strategic plans and how to implement them
- College ethos, mission and values statement
- College policies, procedures and practices
- Equality and Diversity and inclusion policies and codes of practice
- Funding and financial management within sustainability framework
- Strengths and areas for development of the team they manage
- Performance management procedures
- Quality assurance, self assessment procedures and development planning
- Skills (a RuTC manager should be able to:)
- Manage their development plan to identify and address any gaps in their knowledge
- Analyse complex situations to formulate actions

CONDITIONS OF SERVICE

- Set clear objectives and targets
- Develop clear action plans and monitor progress
- Effectively communicate and uphold the agreed values
- Ensure compliance with policies and procedures within their team
- Ensure commitment to equality of opportunity
- Present costed plans and proposals within limits of resources
- Manage people effectively and consistently
- Provide support and give feedback
- Implement and monitor and evaluate quality assurance

Behaviours (a RuTC manager should:)

- Prioritise objectives, plan work and lead by example in delivering high quality performance
- Seek to overcome barriers and solve problems
- Contribute to College objectives
- Set demanding, achievable targets and provide feedback and encouragement
- Be a professional role model and expect professionalism from team members
- Demonstrate compliance with policies and procedures
- Demonstrate integrity, inclusivity and respect for diversity
- Comply with financial policies and procedures
- Demonstrate clear leadership fairly and equitably
- Carry out regular appraisals
- Constantly seek to improve performance and achieve success

CONDITIONS OF SERVICE

Annual leave entitlement is 29 days per year, rising to 32 days per year after 5 years' service, plus 3 days for planned closures of the College, and Bank/Public holidays normally observed in England and Wales.

The appointment will be subject to suitable references, medical clearance, enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed **before** the start of the employment. Confirmation of appointment is subject to the satisfactory completion of a six month probationary period.

This job description/candidate specification is subject to periodic review.