**JOB DESCRIPTION**

**POST TITLE:** Trust Estates & Compliance Manager

**RESPONSIBLE TO:** Chief Operating Officer

**SALARY:** Up to £39,961 depending on experience

**JOB PURPOSE:** To contribute to and deliver the implementation of an estates strategy for the Trust. This will include working in partnership with the schools and their staff to manage all aspects of the Trust’s estate including upkeep, maintenance, security, health and safety, facilities management quality assurance and also to manage refurbishment, expansion and other building advancements in terms of bidding, developing, procuring and implementing capital projects.

**Main Responsibilities**

**Estates Management**

* To contribute to the preparation of a strategic Trust-wide estates plan and individual estate management and investment plans for each school; to lead the implementation of key actions from these plans in conjunction with business support and facilities staff.
* Assisting with the development of bids for capital funding opportunities;
* Advise on priorities for Trust wide investment priorities for condition allocation and other capital funding;
* To act as principal designer/project manager for authorised schemes, ensuring attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety, and ensuring that value for money can be evidenced in all awarded contracts;
* Effective liaison on school sites with contractors involved in major projects and ensuring that procedures are effective at a school level in terms of staff/contractor liaison;
* Completion of annual maintenance inspections and condition surveys for schools and overseeing business support and facilities staff within the Trust to develop and implement a planned maintenance programme for each school;
* Quality assuring that school buildings are properly cleaned, that grounds are properly maintained and holding internal staff and external contractors to account where high and contractual standards are not being met
* Proactive engagement and management of professional contractor services, to

ensure that services are procured in line with Trust financial/procurement

regulations and the delivery of high quality and cost efficient services, in line with contract specifications;

* Ensuring that all estates and facilities management systems, processes and

practices are consistent across all of the academies and are synchronised and coordinated with Trust expectations;

* Acting as lead contact for energy and utility issues, including cost savings reviews in this area.

**Compliance**

* Developing and ensuring implementation and maintaining of easily accessible and auditable records for asset maintenance and management, including records of inspections, maintenance requests, complaints, costs and repairs;
* Ensuring that accurate and detailed floor and site plans are kept and updated

regularly and to maintain the property terrier.

* Ensuring that in all activities undertaken, the Trust properly discharges its duties

under its Health and Safety Policy; the Health & Safety at Work Act; COSHH

regulations; and any other relevant statute, regulation or directive. Similarly to

ensure that contractors operate safely in accordance with these same statutes etc. at all times.

* Acting as the Trust’s Principal Designer and responsible Health and Safety Coordinator for Construction Design Management projects.
* To act as the Trust’s Asbestos Control Manager and the Legionella Control and Health and Safety Manager;
* Ensuring that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/contractors who are appropriately qualified;
* Reviewing and developing existing and new policies in line with statutory

requirements and contributing to any necessary consultation process;

* Ensuring that buildings are safe and secure at all times and adhere to both Health and Safety requirements and statutory Ofsted guidelines for the health and wellbeing of staff, students and visitors.
* Responsibility for the management of relevant budgets, ensuring all are

expended in accordance with the requirements of the Trust’s Financial Regulations;

* Preparing reports and developing systems to ensure assurance and areas of concern can be reported to the Chief Operating Officer and Directors on a consistent and timely basis and with significant issues being tracked to resolution.

**Leadership & Management**

* Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Trust’s Directors and Executive Leadership Team.
* Supervise and manage any designated staff within the NPCAT including the management of their training, development and performance in line with the NPCAT’s Performance Management Policy.
* Lead by example in creating a culture of professional excellence and achievement in all aspects of the NPCAT’s Corporate Services team and at all times demonstrate commitment to upholding and developing the Catholic ethos and aims of the Trust.

**Safeguarding, Equality & Diversity and Health & Safety**

* To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
* To carry out your duties with full regard to the NPCAT’s Equality Policy and Race Equality Scheme.
* To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO may determine.**

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.**

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

**PERSON SPECIFICATION**

**TRUST ESTATES & COMPLIANCE MANAGER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | **Criteria**  **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** | E1 | Relevant professional qualification or substantial experience  in estates planning, project management and / or building maintenance and  management | AF, C | D1 | Qualification in mechanical and electrical engineering  HNC qualification in Building Studies  IOSHH qualification | AF, C |
| **Experience & Knowledge** | E2 | Substantial experience in a facilities management quality assurance role | AF, I, R | D2 | Substantial experience in estates and facilities management role within a school cluster or MAT environment | AF, I, R |
|  | E3 | Knowledge of Health & Safety regulations relating to an Estates function | AF, I, R | D3 | Experience of prioritising a number of competing investment projects | AF, I, R |
|  | E4 | Strong project management experience | AF, I | D4 | Capital grant bid writing for external funding opportunities | AF, I, R |
|  | E5 | Experience of formulating and managing planned maintenance activities | AF, I, R |  |  |  |
|  | E6 | Previous experience of managing contractors and experience of working within CDM requirements across a large number of sites | AF, I |  |  |  |
|  | E7 | Budget and procurement management experience | AF, I, R |  |  |  |
|  | E8 | Experience of developing exception and assurance reporting systems for issues identification and tracking | AF, I, R |  |  |  |
| **Skills** |  |  |  |  |  |  |
|  | E10 | Work successfully as part of a team and to prioritise own work load with minimum supervision | AF, I, R |  |  |  |
|  | E11 | Communicate well, both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports | I, R |  |  |  |
|  | E12 | Good networking skills and the ability to communicate and forge links with stakeholders | I, R |  |  |  |
|  | E13 | Relate well to children and adults | I, D |  |  |  |
|  | E14 | Train and motivate team members | AF, I, R |  |  |  |
| **Personal**  **Attributes** | E15 | Capacity to work hard under pressure to tight deadlines on a number of different projects | AF, I, R |  |  |  |
|  | E16 | Willing to participate in development and training opportunities | AF, I |  |  |  |
|  | E17 | High level of personal integrity and confidentiality | I, R |  |  |  |
|  | E18 | Accept responsibility and use initiative | AF, I, R |  |  |  |
| **Special Requirements** | E19 | Suitable to work with children/young people | D |  |  |  |
|  | E20 | Commitment to the Catholic ethos and aims of the Academy Trust | AF, I |  |  |  |
|  | E21 | Travel regularly between schools within the Multi Academy Trust and attend evening meetings as required | AF,I |  |  |  |

|  |  |
| --- | --- |
| **Key – Stage identified** | |
| AF | Application Form |
| C | Certificates |
| D | Disclosure |
| I | Interview |
| R | References |