Westminster College, Cambridge: Job Description

Position: Estates Manager
Full Time
Linked with University grade 7 (£32,348 to £47,423)

The Estate Manager reports to the Bursar and oversees the estates and facilities at Westminster College, including its campus partners, commercial properties and off-site locations. As a pivotal role to the ongoing operations and long-term viability of the college, the Estates Manager orchestrates the Estates Team members holds the responsibility of the designated Health and Safety Officer ensuring the college is both now, and in the future, a safe place, fit for purpose, compliant and forward thinking.

With the College’s commitment to the United Reformed Church, the Estates Manager will respect the Christian ethos of the College, its guests and stakeholders.

Particular responsibilities

- Develop, maintain and implement, for the Bursar and Board’s approval, the Westminster Estates Master Plan, the approved Capital Works Programme and Refurbishment Work Programme on all Westminster locations.

- Initiate and implement continuous improvement initiatives, exploring ways to achieve more efficient and economic methods of maintaining the premises and grounds, including energy monitoring and delivery of a long term Energy Strategy.

- Capture, maintain and develop the schedule of licensing, inspections and notifications across all premises. Manage the daily/weekly worksheets of the in-house maintenance team and periodically assess the condition of the internal and external building fabric throughout the estate, making recommendations to the Bursar in respect of any remedial works and enacting accordingly.

- Consider all programme aspects, costings and maintenance works in the creation and alignment of the Estates budget with the Bursar, budgeting and scheduling planned preventative maintenance, prioritising works and undertaking reactive works when necessary.

- Manage minor to medium repair/refurbishment/building projects and maintenance works. Including the preparation of budgets, production of specifications, programmes and quality assurance responsibilities as well as securing relevant planning, building control and listed building consents, allocate staff or appoint contractors where needed and supervise works to ensure achievement of the desired standard.

- In collaboration with stakeholders, ensure that all buildings comply with current regulations, Fire and Health & Safety regulations.

- Oversee the operations of specialist contractors and consultants, acting as the point of contact for all related activity. Measure quality and performance against agreed indicators, reporting on outcomes.

- Oversee management of commercial rented properties, campus partners and other tenancy management requirements.

- Remain aware of relevant legislation and regulation changes and ensure compliant operations and work practices.
• Providing monthly or cyclical reporting on estates, facilities and safety with updates to Management Committee and Governors.

• Carry out other duties as relevant to the position and college operations as may be reasonably required.

**Senior Management Responsibilities**

- Assume the role of Health and Safety Officer.
- Remaining familiar and compliant with legislation and regulations; being instrumental to the application and development of relevant college policies and procedures.
- Acting at all times in the best interests of the College and colleagues, within standing orders or financial limitations imposed by the Governors, Management Committee, Principal or Bursar.
- Provide general assistance to the Principal, Bursar and other stakeholders and carry out other reasonable tasks associated with the position, as may be specifically delegated.
- Contribute to budget preparation and monitor results on monthly basis by filling the management letter.
- Serving as response manager during on-call rotation (one week every 4-6 weeks)

**Expected Standards**

- **Communication:** Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external contacts.
- **Equality & Diversity:** Actively foster an environment which nurtures equality and cherishes diversity.
- **Health Safety & Security:** Promote, monitor and maintain best practice in health, safety and security.
- **Customer Service:** Work collaboratively to develop a customer service culture which fosters continuous improvement.
- **Personal and People Development:** Take responsibility for own personal development and support the development of others to enhance their skills and knowledge.
## Personal Specification

### ESSENTIAL

#### 1. Education, Training and Experience

- Good standard of specialist relevant education,
- 5+ years of managerial experience in a similar role, and/or 3+ years of senior managerial experience,
- IOSH (Institute of Occupational Safety and Health) Managing Safely accreditation or qualification,
- Management experience of estates, premises, grounds, and facilities

#### 2. Knowledge and Skills

- Demonstrated ability and application to create an imaginative and realistic vision about the Estate across all activities of the College and campus partners.
- Ability to lead, manage and participate in Business Continuity process, develop and implement new systems, processes and continuous improvement initiatives.
- Skills to lead, motivate and manage a small team carrying out maintenance and repair activity, monitoring resources and creating aligning budgets.
- Project management experience in the delivery of larger maintenance, repair and replacement projects.
- Proven knowledge of Building Services plant and equipment, contract management, Health and Safety practices and Estate related Statutory and Regulatory compliance.
- Experience in budget forecasting, management and control.

#### 3. Personal Qualities and Aptitudes

- Highly organised, proactive and engaging with all stakeholders.
- Professional, honest, helpful and friendly with a ‘can do’ attitude.
- Well developed ability to communicate at all levels.
- Discreet and sympathetic, able to manage sensitive personnel and operational issues, showing willingness to train and develop staff members.
- Respect for all College visitors (including customers, volunteers and URC colleagues or members).

### DESIRABLE

- Facilities, property, construction or trade qualification.
- Membership of a recognised Industry Institution (BIFM, CIBSE, etc.)
- Experience managing and chairing committee meetings.

### MEASUREMENT

- Understanding of Higher Education and/or college environment.
- Understanding the challenges of maintaining a grade II listed building with varying ages/conditions of structure, plant and installations.
- Advanced level of computer literacy in Microsoft office packages.

### Application Form / Interview

### References

### July 2023