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**Job Description –Facilities Manager**

**JOB TITLE**

Facilities Manager

**ACCOUNTABLE TO:**

Deputy Principal

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

‘*Enable people to recognise and develop their potential’*.

We are a people business, and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**RESPONSIBLE FOR:**

* Leading and managing the Estates and Facilities team
* Leading the College Environmental and Sustainability strategy
* Ensure timely and cost-effective procurement
* Lead the delivery of ActivZone business unit
* Manage the cleaning and catering contract delivered from subsidiary company
* Lead on the delivery of capital projects
* Lead on & produce Health & Safety & Sustainability Strategy
* Lead on the delivery of College capital projects

**ABOUT THE ROLE**

The Facilities Manager will be directly responsible to the Deputy Principal. The role will lead and manage the Estates and Facilities team, and require liaison with learners, other support staff, lecturers, the College leadership team and external organisations.

The post holder will be a member of the College Management Team and will work closely with the College Senior Leaderships Team (SLT).

The Estates and Facilities team are responsible for overseeing the satisfactory day to day operations of the College estate. The post holder will manage business support staff teams, including estates team, 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.

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 ActivZone sports business unit.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* Provide strong, positive and inspirational leadership at College Management Team level to promote quality improvement in response to feedback from learners, parents, partners, employers, staff, inspectors and accrediting bodies on the quality of services.
* Provide clear day-to-day leadership in the development and delivery of the Estates and Facilities department in line with the standards and expectations required throughout the College.
* Undertake a strong and supportive line management function including performance management, individual and team development in line with the College’s Human Resources Policies and Procedures.
* Work closely with finance to ensure accurate and timely invoicing and track/monitor payments and finance records.
* Maintain and develop comprehensive and integrated estates resource planning for the College to create the basis for fully exploiting the potential of the College’s estates resource.
* Lead the College Environmental and Sustainability strategy.
* Prepare, revise and implement the College’s Estates Strategy including liaison with Finance on the associated financial management issues.
* Prepare and produce regular reports on Estates, Facilities and Health and Safety performance for Governors and College management.
* Ensure timely and cost-effective procurement and the efficient management of all works and services related to the operation, maintenance and development of the Estate.
* Manage the function’s annual budget and capital investments to ensure the operational and development activities are provided at optimum cost effectiveness.
* Manage services within cost and service level parameters in building and maintenance, capital development projects, health & safety, ground maintenance, management of utilities, leases, acquisitions, disposals, cleaning, catering and facilities, waste disposal, security, purchasing, supplies and car parking.
* Manage and develop staff within the area and ensure the necessary skill and competency levels are in place and developed.
* Develop and manage the Estates database to ensure that adequate information is available on relevant matters and to meet legal and statutory requirements.
* Initiate and lead on the continuous review of systems and processes falling within the area of responsibility in order to ensure they are customer focussed and fit for purpose.
* Ensure the Building Management System operates to highest levels of efficiency and effectiveness by regular monitoring and adjustment.
* Review and seek to reduce consumption of utility services across the College.
* Develop departmental targets and key performance indicators as part of the College’s Self-Assessment process that are challenging and aligned to the College’s overall strategic aims.
* Ensure a comprehensive pro-active Maintenance Plan and good systems and documented procedures are in place to deal with re-active maintenance issues.
* Ensure maintenance contracts are in place and delivering value for money for all required items of equipment.
* Ensure the accurate preparation and timely submission of all documentation to provide clear audit trails to satisfy both internal and external auditors.
* Represent the College externally and develop appropriate business relationships with other organisations, representing the College on regional and national bodies where appropriate.
* Carry out Duty Manager responsibilities on a rota as part of the duty team
* To ensure statutory compliance on estates related matters including, but not limited to, CDM, Fire, Asbestos, Legionella, Gas, Electrical, LOLER, LEV, Manual Handling, DSE, COSHH
* Complete statutory returns on estates related matters including, but not limited to, ESFA Land and Buildings, Asbestos returns, Carbon Reduction, Energy Efficiency reports, Planning, Building Control approvals, RIDDOR notifications, CDM notifications.
* To ensure a robust and compliant process for contractor selection and monitoring is in place
* The provision of expert advice and guidance on Health and Safety matters to College, local community and key stakeholders to promote, develop and increase income for 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)

**Health and Safety**

* Oversee risk assessments and PEEPS for students with temporary or permanent mobility issues, ALS needs, pregnancy or assessments where reasonable adjustments 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 sustainability of learner placements and activities
* Oversee the process for the 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 across 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 investigations and reporting of accidents, incidents, dangerous occurrences, reportable diseases and near misses to RIDDOR and HSG 65 guidance and external reporting 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 Health & Safety Committee and Governing Body

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

**Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment. This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.**

**HOW TO APPLY -** For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification – Facilities Manager**

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| HND/HNC or equivalent | **✓** |  | AF / CERT |
| NEBOSH certificate or Equivalent | **✓** |  | AF / CERT |
| Health & Safety experience | **✓** |  |  |
| Full and Valid UK driving licence | **✓** |  | AF |
| Degree |  | **✓** | AF / CERT |
| Chartered professional qualification in a property/built environment related discipline (architecture, building, engineering, surveying, facilities management) |  | **✓** | AF / CERT |
| Experience |  |  |  |
| Extensive evidence of successful management of facilities in a customer focused environment | **✓** |  | IV / AT/REF |
| Line management/supervisory experience | **✓** |  | AF / IV / AT/REF |
| Up to date knowledge of Health & Safety legislation | **✓** |  | AF / IV / AT/REF |
| Experience of working with complex Building Management Systems | **✓** |  | AF / IV / AT/REF |
| Budget management | **✓** |  | AF / IV / AT/REF |
| A proven record of working to tight deadlines and achieving targets | **✓** |  | AF / IV / AT/REF |
| Relevant digital literacy skills | **✓** |  | AF / IV / AT/REF |
| Teamwork & Personal Credibility |  |  |  |
| Act as a team player | **✓** |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓** |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓** |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** |  | AF / AT / IV |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner | **✓** |  | AT/ IV |
| Analytical & Decision Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems | **✓** |  | AT / IV |
| Organised and attentive to detail | **✓** |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** |  | AT / IV |
| Able to demonstrate organised and analytical problem-solving skills with the tenacity to search out and explain relevant information |  | **✓** | AT / IV |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students | **✓** |  | AT / IV |
| Develops relationships with internal customers and gains their respect | **✓** |  | IV |
| Treats internal customers fairly and in a non-discriminatory manner | **✓** |  | IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓** |  | AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓** |  | AT / IV |
| Proactive in taking action to achieve goals | **✓** |  | AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

REF = References

Cert = Certificate checked at interview