

Job Description: Estates and Environment Manager

Reporting to: Principal or designated Senior Manager



The key purposes of this support management role are to:

Effectively manage the College Estate

Ensure compliance with Health and Safety across the College and Estate

Develop the Estate in line with the College Estate Strategy, Green Campus Strategy and Carbon Management Plan.

Ensure best value for the College in managing relations with contractors and neighbouring properties.

Play a full role as part of the wider management group of the College in providing the best possible service to our students and other stakeholders.

	This Support Management post is responsible for:
Effectively manage the College Estate	Responsible for all aspects of estates and facilities including leadership and line-management of the estates team and their recruitment, appraisals, performance management and ensuring efficient and adequate rotas and cover.
	Ensure the availability of College facilities with consistent services for example gas, water, electricity, heating, fire detection, fire and security alarms, lighting.
	Develop and implement major and minor works programmes, including planned programmes of maintenance, repair and replacement of College assets including vehicles and buildings.
	Prepare (in conjunction with the FD), monitor and deliver the annual estates budget.
	Monitor and increase the skills base of all directly line managed staff, identifying skills shortages and organising appropriate training where budgets allow
	Ensure records of College accommodation and associated assets are complete, accurate and up to date and that problems with the Estate are logged.
	Ensure that costs and products are well-researched to ensure best value for money. Work with procurement to ensure optimum efficient stock levels of estates consumables.
	Ensure risk assessments and method statements are in place for all areas and for activities carried out by the site services team and contractors.
Ensure compliance with Health and Safety across the College and Estate	Ensure that the site (and site team) operates safely and within the law, including COSHH regulations and statutory maintenance and testing schedules, vehicle operation and the storage and disposal of hazardous substances
	Lead and have overall responsibility for Health and Safety processes, risk-assessment and H&S awareness across College, providing guidance and ensuring training is provided to empower managers to ensure H&S policy compliance is appropriate in their areas and correctly administered.
	Ensure College Health & Safety policies and procedures meet legal requirements and those required by the statutory bodies we work with (eg PHE, Ofsted).

	Ensure accurate records are kept of accidents, near-misses, first aid calls and fire-damage including RIDDOR.
	Monitor safety on site and analyse H&S data and report to Leadership and Corporation as required, making recommendations for improvement
	Oversee fire and terrorist evacuation procedures and training of staff in fire prevention procedures; support lock down procedures and testing and ensuring Personal Emergency Evacuation Plans (PEEPs) where required
	Ensure the College has a trained team of first-aiders with coverage across the main hours of operation and that escalation processes are clear and effective.
	Ensure adequate processes are in place for individual risk assessments.
Develop the Estate in line with the College Estate Strategy, Green Campus Strategy and Carbon Management Plan.	Work with the Principal to develop major and minor projects to achieve the College Accommodation Strategy and upgrade where necessary.
	Work with the Principal to develop and execute plans to enhance and make the most of our green infrastructure including developing pleasant outside areas for staff and students
	Ensure accurate data is available for analysis on Carbon and water use and waste management and analysis provided for Carbon management/Net Zero reporting
	Develop strategies to reduce power, water and landfill use and to increase recycling.
	Actively promote biodiversity on-site including leading on Wild Campus and related 'Green Campus' projects.
	Research and experiment in order to identify possible improvements to our buildings and environment.
Ensure best value for the College in managing relations with contractors and neighbouring properties.	Represent the College on site matters in the local community (including neighbouring properties) but always with a clear focus on ensuring the best outcome for the College and its staff and students
	Lead and effectively deal with outside agencies (e.g. planning, highways, utilities) on site matters but keeping senior managers in the loop and referring to them for support or guidance.
	Liaise effectively with major project contractors to ensure best value and best outcomes for the College.
	Manage, in conjunction with the FD, outsourced contracts e.g. cleaning and ensure a designated first point of contact is in place. Support the tendering process for new and extended contracts
	Organise, oversee, inspect and certify (where feasible) external contractor works, including the project management of projects, ensuring compliance with health and safety and safeguarding requirements
Play a full role as part of the wider management group of the College in providing the best possible service to our students and other stakeholders.	Contribute as a member of the wider College management team to the development of the College and addressing major challenges.
	Support the Principal, FD and Strategic Development Manager as required with the development of bids and proposals for capital projects
	Effectively lead on H&S training including ensuring induction is in place for new staff
	Provide planning and leadership on logistical arrangements and site activity for College events. Working effectively with other relevant managers e.g. Student Journey.

	Alert the Principal and other Senior Managers about emerging risks and opportunities.
	Assist in the development and co-ordination of emergency procedures and testing of associated systems
	Establish and maintain good working relationships with SLT and other key managers including IT and Student Journey.
	Undertaking such duties related to the work of the College as may be assigned, consistent with your level of responsibility
	Safeguarding and promoting the welfare of young people and vulnerable adults as part of your every-day duties

This role will require some flexible working including some evenings and weekends.

All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality & Diversity and customer service ethos.

Incremental progression is subject to satisfactory performance.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
Feedback from SLT and other College Managers Accidents limited to those of a minor incidental level Estates spending within agreed budget Delivery of estates projects H&S and first aid processes are all fit for purpose Positive staff and student surveys and minimal complaints

PERSONAL SPECIFICATION

We are seeking someone who closely matches the following criteria:

Qualifications	Ideally NEBOSH/IOSH qualified or willing to get within a short timeframe.
	Possess a First Aider at Work Certificate
SKILLS/ PERSONAL QUALITIES	A good self-starter with the ability to work independently on own initiative with minimal supervision
	Well organised, especially with regard to administration, prioritising workload, and meeting reporting deadlines
	Excellent customer service skills and reputational awareness
	A good team player, able to communicate and collaborate effectively with staff and managers from other areas.
	Ability to establish good rapport with adults and young people and understand their needs
	Suitable to work in a College environment in the presence of children, young people and vulnerable adults and to act accordingly. (Knowledge of safeguarding practices and procedures)
	To have a good knowledge of H&S and Fire Safety regulations
	Flexibility. Unphased by change or the myriad challenges we face in any given year from Covid to building projects.
	Experience in leading a team of specialists

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

Estates and Environment Manager

Salary: £38,685 - £43,920

(Salary dependent on experience)

Contract: Full Time, Permanent

Required: 27 November 2023 (potential to start earlier for a handover period)

Dear prospective applicant,

Thank you for taking an interest in the position of Estates and Environment Manager at Cirencester College. We are looking to recruit for this post for the end of November. This role is mainly about keeping our site safe, well maintained and fully functioning. As a result, it makes a really important contribution to student and staff recruitment and retention. The aim of this letter is to supplement the job description and give you the chance to judge whether the job and College are right for you.

We are a positive, forward thinking, energised and top performing 6th form college, which was previously a tertiary college. The vast majority of our c3,000 students are doing level 3 programmes, either Vocational or A Levels, but the College is also one of the first across the country which has adopted the innovative new T level qualifications, and we're a sector leader in this field too. We also do offer some apprenticeships and, in the evening, we run adult classes and the Sundial Theatre. Our students (and staff) come from across Gloucestershire, North Wilts, Swindon and West Oxfordshire.



As you can see, the College is situated beside the beautiful grounds of Cirencester Park, just up the hill from the town. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a post-work run. You can see we have modern buildings on the majority of the estate. These have been constructed over the last 5 years or so as part of our ambitious Estate Strategy, aimed at bringing all of our built areas up to 21st century standards. In parallel we have a Green Campus strategy to enhance our outdoor spaces for staff, students and for nature. We are investing in creating nature corridors and new habitats across our site to promote biodiversity too. Your role would include coordinating key elements of these.

I'm glad you've taken an interest in the Estates and Environment Manager role at our College. I'll go a bit further now and explain our context and give you a flavour of what the role will entail.

On a day to day basis you will be managing a team of 5 (Team Leader, 3 x Site Technicians and an Administrator). The Team Leader is your number two and supports different aspects of your role from taking on some of the appraisal and H&S work of the Team to providing some CAD expertise and helping with team rotas.

The work of the team itself is wide ranging and includes daily work on the care and maintenance of the site, buildings, furniture and vehicles. They provide logistical support for all other functions in the College from setting up exam halls to car parking on open days.

This role works really well with a can-do positive approach. The role is partly hands-on and hours can be variable given the College hours of operation so it is important that you enjoy a role with flexibility and variety as nothing ever stays the same. While your job would mostly take place on weekdays between 8 and 5, some of your team will cover from 6.30 to 9.30 and some weekends as well as call outs. Some occasionally you may need to work flexible hours.

You would have overall responsibility for managing the estates budget and for contracting and liaison with (and 'management' of) external providers and regulatory agencies including utilities, security, cleaning and ground and building works. It also entails working with the Principal, or at times other senior managers, to plan a cycle of small works and upgrades. There is also some liaison with our neighbours where we try to cooperate on areas of mutual interest but where you would also represent the College's interest.

There are a number of College Policies where your role will be key in achieving them. This includes the Carbon Management Plan (With the Business Strategy Manager), Green Campus (Principal and Business Strategy Manager) and Wild Campus Cirencester. Environmental concerns are likely to be an increasing area of work both because of the College's own ambitions but also in response to national agendas and rising costs. For example, we are currently looking at retrofitting PVs on many roofs. There is scope here for creativity in researching and developing solutions. We are always keen on exploring new ideas, for example container workshops, pods, stretch tents and decommissioned buses to provide new types of space.

Then there are the more variable elements of the role. The largest requirement at the moment is to be on point with our new student hub Avebury building project. You would be part of the College development team for this, would be the main point of contact for the contractor, and also key for keeping a close eye on progress. Inevitably, this involves a considerable amount of logistic work.

With Health and Safety, you would hold the overall College brief (which includes first aid) but we are working hard to get managers to take responsibility for their areas rather than expecting someone else to do it for them. However, there is still work to be done on training, advice and tracking and monitoring compliance.

The job-specification provides a list of the skills and experience we are looking for, but above all we need someone with the energy, attention to detail and imagination to help us achieve our College goals and who gets that ultimately it is all about service to our students.

Unlike schools, the college has its own pay scales and terms and conditions. We currently have approximately 350 staff including support staff, lecturers and managers. The post itself is on support manager terms and conditions. The job is advertised with a November 27th start date but we would be open to an earlier start in order to have a 'handover' period.

In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue. This role plays a key part in enabling us to do this. If you think this matches your interests and aspirations, we look forward to receiving your application, which you should address to Human Resources. If you would like to visit the College or ask questions to find out more then, in the first instance, please contact the Principal's PA pa.principal@cirencester.ac.uk

I hope that this has given you a 'feel' for the role and, if you are still interested, I look forward to hearing from you.

Matt Reynolds

Principal