

JOB DESCRIPTION

Job Title: Buildings & Services Manager

Department: Works Department

Reports to: Director of Works

Purpose of role:

To provide operational leadership for the Works team on a day-to-day basis, working across Plumbing, Electrical and Building trades. Also contributing to the cohesion and sustainability of wider cross team operations. To act as part of the senior leadership team within the works function reporting to the Director of Works and working closely with the College Surveyor, Programme Manager, Works Property Compliance Officer and Soft Services Manager. The role will have significant autonomy in the development of the team, sustainably setting a high standard of asset management and quality works delivery serving the College community of students, fellows and staff. Working closely with other senior members of the Works Department and the Works Property Compliance Officer to lead the tactical development of all statutory planned and reactive maintenance services, aligning a passion for technical excellence with robust reporting skills. The role will hold principal accountability for overseeing team works required to assure and secure compliance with current legislation.

Key Accountabilities

- Directly lead 3 Senior trade specialists covering Plumbing, Electrical and Buildings Works. Providing structured professional management of all day-to-day reactive and short/medium term maintenance and services across these disciplines to the whole College. Working closely with the Soft Services Manager to optimise the benefits of cross trade working and ensure a safe and secure environment for all.
- Implement and maintain a wide-reaching planned works system ensuring the College is maintained in a statutorily compliant position, working in partnership with the Compliance Officer, Fire Officer and Head of Health and Safety.
- Work closely with the Director of Works, Soft Services Manager and Works Procurement Team to plan and manage a core maintenance budget of circa £2.8 million. Providing accurate quarterly forecasts and reports on spending against annual budget, alongside contributing actively to multi-year budget setting initiatives.
- Lead on the development and delivery of a pipeline of Planned Maintenance Projects, as well as the development and updating of comprehensive Planned Preventative Maintenance Strategies across the 3 trades. Collaborate with the Programme Manager and College Surveyor on the development of project programmes, providing technical assurance and evidence-based investment programme for maintenance and project works. Additionally, overseeing work programmes to ensure that planned servicing and maintenance inspection work is robustly undertaken to comply with statutory requirements for all mechanical, electrical and plumbing (MEP) installations and other intersecting areas of statutory compliance (aligned to SFG20 guidelines).
- In collaboration with other members of the Works Department and Health and Safety Team lead on the development of the college's CAFM system (currently TABSFM). Proactively working to define a comprehensive and live asset management list and trusted source of data for supporting core statutory compliance functions as well as continuity in strategic planned maintenance.
- Working with the Director of Works and specialist consultants to develop a comprehensive College Estates Management Strategy, embracing Sustainability and Heritage Estate Stewardship as key priority, alongside providing an enriching and stimulating world class education environments. prioritisation of major investments in the fabric of the estate is accurate and appropriate priorities over the next 5 to 10 years.

- Lead departmentally on the development and delivery of small, medium and large maintenance projects, working with senior trade team members and external consultants to develop technical specifications. Ensuring robust project management, financial oversight and governance reporting linked to project delivery.
- Lead the delivery of a safe and healthy working environment for all, including the development and training of the internal teams, contractor and consultant management, making use of processes and procedures that are focused on safety for all. Ensuring that all work delivered factors in the requirements of the CDM regulations.
- Working with trade team supervisors to coordinate and manage an out of hours service provision for the College.
- The role holder will be expected to deputise for the Director of Works from time to time.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

E denotes essential criteria, D denotes desirable criteria

Criteria	Description
Experience	E – Proven significant experience working in a building management or estate management role. E - A proven track record in the management and delivery of planned preventative maintenance in a complex, multi-building environment. E - Demonstratable experience in project management of complex schemes of work involving multiple trade skills, ensuring delivery of safe and consistent outcomes. E - Experienced in overseeing complex Health Safety and Building Compliance functions including oversight of Asbestos management, Legionella Management, electrical or gas safety amongst others. Maintaining appropriate robust record keeping and auditing. E - Experience providing operational leadership to a directly employed multi-skilled team within a facility management environment. E - Proven experience in the development, coordination and delivery of Project Work Programmes in a complex, intensively used estate.
Skills	E - Excellent communication and interpersonal skills to provide advice, help and support to colleagues; able to prepare and present formal reports and advice. E - Excellent motivation and influencing skills, with experience and a proven track record of managing a team. E – A clear-thinking leader, developing confidence within the team and building strong relationships with outsourced consultants and contractors, enabling all to work to the best of their ability. E – Advanced time and resource management skills with a strong track record in planning and organisation of self and others. E - Creates a positive working environment for the whole team and demonstrates leadership taking ownership of and delivering work on time and within budget. E – Evidence of negotiation skills focused on positive outcomes for customers. E - An influencer, who is respected, building collaborative and inclusive team relationships, sharing ideas and experience. E - Flexible and positive, actively embracing change – experienced in leading change management initiatives. E - Excellent IT Skills and experience using databases, excel, word, adobe and CAFM programs.
Qualifications	E - A degree or equivalent experience in an estate/surveying/construction or property management or similar built environment specialism. E - trade background with suitable relevant experience in a leadership role within the facilitates management or building management sector. E – experience managing complex construction compliance management activities including oversight Asbestos management, Legionella Management, electrical or gas safety amongst others. D - IOSH or NEBOSH qualification. D - Project Management Qualification.

	D - Professional Memberships or Affiliations such as the Chartered Institute of Buildings, Royal Institute of Chartered Surveyors or Institute of Historic Building Conservation IHBC.
Additional requirements	E - Ability to demonstrate a positive attitude. E - Able to work outside normal working hours as required.

EMPLOYMENT DETAILS

Rate of Pay:	£65,000 - £70,000 per annum, depending on experience
Hours:	39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.
Location:	Staff are expected to work in College.
Contract type:	Permanent
Holiday:	25 working days plus 8 public holidays.
Meals:	Free lunch is provided for staff who are on site and whose duties cover this period.
Probationary Period:	Four months.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web-based information and support service providing staff with access to caring and professional consultants and counsellors.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Private Health Care:	The College provides private health care and membership of a dental care scheme. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Cycle to Work Scheme:	There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it. Staff are able to apply for this scheme after successful completion of their probationary period. Maximum limits apply.
College Punts:	Use of College punts at a subsidised rate.