

It is important to note that this job description is a guide to the work you will be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of:

Building Fabric Manager (Estates) **EHA1809-0821**

The post holder will be:

Reporting to: Buildings & Maintenance Manager

Accountable to: Head of Estates Management

About Facilities Management

Facilities Management (FM) at Edge Hill is the largest support department at the University employing over 320 members of staff across 13 defined service areas. We provide hard and soft FM services to almost 12,000 full time equivalent (FTE) students and 2,000 FTE members of staff in addition to a significant number of visitors, partners and members of the public using the 160-acre campus.

Our award-winning campus boasts over 120,000m² of built environment, including 2500 residential bedrooms. The departmental revenue budget is circa £17m per annum, with additional annual capital expenditure typically exceeding £2m.

FM Mission Statement - our purpose and aspirations:

*“Our **FM mission** is to deliver a safe, secure and vibrant campus environment in which to live, work, study and play, enabling our students and wider Edge Hill Community to maximise their potential”.*

FM Vision: *“Our **FM vision** is to be recognised as contributing to an outstanding campus experience that drives the attraction, recruitment and retention of our students and wider Edge Hill Community”.*

Our FM Values: guiding our decisions and our behaviour - (how we act):

All that we do is underpinned by our values. Our values are embedded in our words and actions, our decision making, and our performance.

- *We will **Embrace challenge and seize opportunity***
- *We will **Expect and celebrate creativity and excellence***
- *We will **Act responsibly and with integrity***
- *We will **Show determination, resilience, ambition and adaptability***
- *We will **work together to deliver our Vision***

About Estate Services

Estate Services is responsible for the day-to-day and long-term maintenance management of the Universities Estate, including 120 buildings and the 160-acre landscaped campus. The service area includes 4 teams; Maintenance Services, Grounds Maintenance, Site Services and Projects & Improvements.

About this role

The Building Fabric Manager (Estates) sits within the maintenance function and has a critical role to play in ensuring that the University's building fabric is managed and maintained to the highest possible standard, ensuring the safety of students and staff, whilst providing assurance that the university is honouring its legal and statutory obligations in relation to building maintenance.

The role holder will also be responsible for leading on the implementation of the University's maintenance strategy in a vitally important management and technical role within Estate Services, contributing to the strategic maintenance planning of the estate with responsibility for ensuring University buildings and facilities are accessible and maintained in accordance with current legislation in a safe and effective manner.

Reporting to the Buildings & Maintenance Manager, you will provide strong line management and leadership to our team of maintenance staff as well as taking on the role of Technical Expert in relation to building fabric, advising the Buildings & Maintenance Manager and the Head of Estates Management on the impact of any legislative changes regarding building maintenance & compliance.

In addition, the role holder will be responsible for the contract management of a series of external service contracts, ensuring that at all time the University is achieving Value for Money through the delivery of the same.

The successful candidate will have significant experience within HE or a similar building, planned and reactive maintenance management role across a large scale, diverse and technically complex estate.

You will have proven experience of leading transformational change within an inhouse maintenance function, delivering increased productivity & performance, focusing on continuous improvement and increased customer satisfaction.

Specific Duties and Responsibilities

Team Leadership & Management

- Lead, develop and motivate operational managers and supervisors and share experiences and best practice to ensure excellent customer service is integrated into all aspects of service delivery. Priority should be given to ensuring that direct reports have the professional capabilities and a 'can-do' attitude to perform relevant tasks and meet legislative and safety compliance.
- Provide strong leadership to the in-house maintenance team, who are responsible the delivery of reactive and planned works across 123 buildings within the University estate. To provide direct line management to the fabric discipline within the in-house maintenance team.

- Operate effective communication systems throughout the service and facilitate team meetings, one to ones, development days and two way communications. To work collaboratively with all Departments and Faculties within the University, ensuring effective communication at all levels.
- Develop and sustain a true team-working culture within Estates Services, promoting staff inclusion, empowerment and ownership; to encourage the 'ideas culture' ensuring all staff are respected and feel involved.
- Operate effective communication systems throughout the service and facilitate team meetings, one to ones, development days and two way communications. To work collaboratively with all Departments and Faculties within the University, ensuring effective communication at all levels.
- Develop and maintain an Estates Services training & development matrix to ensure that staff potential is maximised, that staff opportunities for personal development are optimised and the Performance Review process is completed for all staff; with consideration for succession planning.
- Be wholly accountable for the implementation of a quarterly inspections strategy relating to the building fabric, updating the asset register in relation to the condition and value of assets.
- Be wholly accountable for the delivery of the external building fabric maintenance contracts. Manage and lead building and fabric related inspection and maintenance contracts and associated performance, including the building fabric related measured term contract, fire door inspection programme, fire risk assessments and associated remedial works, ensuring best value for money and performance in line with relevant statutory compliance and relevant University policies.
- Lead on the implementation of the University's Maintenance strategy to ensure alignment with existing University strategies, compliance, VFM, efficiency and best practice.
- Present monthly financial/budget information relating to the building fabric element of the Estate Services budget, including taking responsibility for presenting the annual budget to the Head of Estate Management.
- Develop, manage, maintain and monitor systems to ensure suitable and sufficient cost control measures and supplier review mechanisms are in place to minimise expenditure relating to building fabric element of the Estate Services budget, ensuring value for money.
- Act as line manager for direct reports providing technical and pastoral support and undertaking the associated line management responsibilities.

Deputise for the Buildings and Maintenance Manager and Head of Estates as & when required.

- Further embed the FM Mission & Values within the recruitment & selection, induction & probation, training & development, and performance review processes.

Statutory Compliance & Health and Safety

- Support and contribute to the development and implementation of the University and departmental business continuity and disaster recovery plans, as well as being a member of the FM Emergency Management response team.

- Prepare and produce Directorate Assurance reports relating to statutory compliance for building and fabric related servicing and inspection regimes, provide risk mitigation and action to ensure the safety of students and staff is preserved at all times.
- Act as the Authorised / Competent person on behalf of the University (subject to correct training and certification) in relation to Asbestos management.
- Act as primary technical advisor for the University in relation to the building fabric discipline co-ordinating and supporting the maintenance staff activities across the University estate, ensuring delivery of works are compliant with CDM Regulations and where appropriate engage with technical experts to ensure compliance with relevant legislation and guidance.
- Maintain an up-to-date knowledge of relevant statutory Health and Safety legislation and recommendations, attending safety training as required.
- To lead the implementation of Health & Safety systems and procedures, ensure that compliance with current legislation is maintained, audit, review and monitor effectiveness across the team.
- Lead, manage and monitor safe systems of work for both in-house and external contractors, in accordance with Work Instructions, Safe Working Practices, Risk Assessments and Method Statements. Ensuring compliance with HSE guidelines and industry best practice.
- Oversee the implementation of the established Contractor, Health, Safety & Environmental Management Assessment (CHSEMA) scheme across the maintenance service.
- Create and manage a programme of planned maintenance across the University's estate in line with the University's Maintenance Strategy. Define and review appropriate maintenance requirements and frequencies to ensure ongoing compliance with all statutory and mandatory requirements, insurance requirements, and the protection of active warranties.

Continuous Improvement / Customer Engagement:

- Proactively participate in external networking to promote FM and Estate Services, identifying current best practice and benchmarking initiatives in order to develop key performance indicators (KPI's).
- Develop, implement and maintain policies, procedures and systems to effectively assess, record and manage risks associated with the University estate.
- Proactively identify opportunities for continuous improvement, and the enhancement of service delivery standards, through maintaining an ongoing awareness of current and emerging industry best practice for the management and implementation of building maintenance services.
- Actively engage with stakeholders and the wider University community to raise the profile of the FM team, identify opportunities for improvement and to gain knowledge / share best practice.

Working Environment

The Building Fabric Manager will be expected to work in areas at heights and areas where access is restricted. Work may be indoors or outdoors at any time of the year.

Working Day and Out of Hours

The Building Fabric Manager may be required to provide extended cover as requested or necessary to meet the operational needs of the University. The Building Fabric Manager shall as a contractual requirement, contribute to the Universities 'out-of-hours' call-out arrangements and escalation procedure, to ensure adequate cover for key technical skills is provided in the event of breakdown or other emergency outside of normal working hours.

Mobile Phones

The post holder shall be required to carry a mobile phone / tablet, supplied by the University at all times while on University business and be contactable for call-out arrangements.

In addition to the above, all staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety.
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- c) Undertake appropriate training and development as required.
- d) Participate in Edge Hill's Performance Review and Development Scheme.
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner.
- f) Demonstrate excellent Customer Care in dealing with all customers.

Salary: Grade 8, Points 31 – 35

£35,326 – £39,739 per annum

Hours: 36.25 hours

This is a full-time post and its nature is such that you will be expected to work flexibly and for such hours as are reasonably necessary in order to fulfil your duties and responsibilities.

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION FORM

Building Fabric Manager (Estates) EHA1809-0821

CRITERIA:

Applicants should provide evidence of their ability to meet the following essential and desirable criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	Demonstration of relevant building surveying / construction training and education to degree level, or ability to demonstrate an equivalent level of knowledge, skills and experience.	*		A
2	Membership of a recognised professional body representing Estates / Facilities Management. e.g.RICS, CIOB, BIFM		*	A
3	Evidence of recent and relevant continued professional development (CPD)	*		A
4	Trained and working knowledge of H&S legislation (H&S Certificate/NEBOSH) and management in the application of Estates/Facilities Services.	*		A
5	BOHS P405 or equivalent qualification, or an ability to demonstrate equivalent level of knowledge, skills and experience in the management of asbestos.	*		A
Knowledge and Experience				
6	Significant experience of managing in-house and outsourced estates/facilities management service delivery ensuring deadlines and targets are adhered to.	*		S/I
7	Working knowledge of: <ul style="list-style-type: none"> - Building pathology/ fabric condition surveying and associated remedial works - Fire door inspection regimes - Fire risk assessments and associated remedial works - Syphonic drainage/drainage systems - Fall arrest systems - Pest control 	*		S/I/T
8	Knowledge and experience of Sedum green roof systems		*	S/I

9	Experience of working in a live environment delivering Estates/Facilities management services	*		S
10	Experience of defining, implementing and managing formal maintenance plans, strategies and procedures, service standards, KPIs and associated monitoring systems for in house and external maintenance services.	*		S/I
11	Detailed knowledge and experience of legislation relating to estate management. e.g. statutory compliance, CDM, planning and building regulations etc.	*		S/I
12	Knowledge & experience of using / implementing CAFM systems and appropriate management reporting.	*		S/I
13	Proven budget and financial management in the delivery for estates/facilities services.	*		S
Skills / Problem Solving				
14	To have good communication and interpersonal skills. In order to develop positive relationships with managers and departments.	*		I
15	Strong people development capability with a clear focus on the development of the potential of both individuals and teams.	*		S/I
16	Self-motivation and ability to identify and create opportunities for continual service enhancement with the ability to work well under pressure and be adept at making informed decisions.	*		S/I
Personal Qualities / Decision Making				
17	High levels of both emotional and political intelligence.	*		I/T
18	Make technical decisions within area of competence/authority which may impact beyond own area of work, using judgement to determine the level of consultation required.	*		I/T
19	Passionate about customer service and consistently delivering excellence and dynamic, curious, innovative and open to new thinking and ideas.	*		I
20	Excellent computer / IT skills	*		S

***Method of Assessment (I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)** Please note that applications will be assessed against the Person Specification using this criteria.