



Northern College has been graded outstanding in all areas by Ofsted and we are looking for someone to join the college who can contribute to our continued success. Northern College offers a wide range of adult learning provision including; literacy, numeracy and return to study courses, an Access to Higher Education Diploma, Higher Education courses and Trade Union Studies. Set in beautiful parklands and with excellent facilities, Northern College for Residential Adult Education has a powerful reputation for the quality of its services.

A unique opportunity to work for an outstanding residential adult education college in the UK

Head of Estates and Facilities

Salary: Starting at £50,423 per annum

We are looking for a candidate with proven senior management experience in estates and facilities. The college has a unique campus which requires the maintenance and repair of a grade I listed building and other associated buildings within an historic site. This post will involve managing all aspects of the college's estate and facilities and you will be required to lead on the college's property strategy. A sound understanding of the legal and financial aspects of major property projects and transactions will be essential.

You will have responsibility for the procurement of capital works contracts and the supply of goods and services and therefore effective negotiation skills together with proven experience is essential. With experience of managing budgets, you will ensure that the college secures value for money. You will have overall management responsibility for the estates and facilities team and will manage sub-contracted services. The role demands highly developed people management skills and the ability to lead the team to achieve excellent results.

You will be educated to degree level or equivalent in a relevant discipline. Ideally, you will have a professional qualification and be a member/be eligible for membership of BIFM.

The benefits of working for the College include: access to the Universities Superannuation Scheme, free on-site parking, family friendly policies and opportunities for training and development. To find out more information about the college, view the job description and person specification and to download an application form please visit the careers page at www.northern.ac.uk/careers. For any queries about this vacancy please contact the HR department on 01226 776000.

Application forms must be submitted by 5pm on Wednesday 30 May 2018.

The Northern College is committed to safeguarding and promoting the welfare of all learners and expects all staff to share this commitment. We are an equal opportunities employer, applications are particularly welcome from disabled, black and minority ethnic groups as they are currently under represented within our staff group. Northern College promotes the welfare of all students and is fully committed to safeguarding and to fulfilling its obligations under the Prevent duty. The college expects all staff to share these commitments.

Registered Charity Number 507245



THE NORTHERN COLLEGE

JOB DESCRIPTION

HEAD OF ESTATES AND FACILITIES

Summary of Responsibilities

To be responsible to the Principal under the line management of the Vice Principal for the effective leadership and management of the college's estates and facilities function, ensuring that the college meets its legal responsibilities in these areas. The post holder will also be responsible for leading the process of continual development of the built environment in pursuit of the college's vision and strategic objectives.

Main Duties

1. To manage all aspects of the college's estate, its related resources and facilities, including line management of the Health, Safety and Premises Manager, and the Administrative Officer, Estates.
2. To provide long-term comprehensive planning to ensure that the college's physical resources are used to their full potential.
3. To provide strategic leadership and effective management of health, safety and environmental matters.
4. Membership of the leadership team including the provision of information, guidance and recommendations to the Estates Leadership team meetings.
5. The devising of operating budgets, policies and procedures in conjunction with the relevant service managers.
6. The continuous development of the college's property strategy in line with college wider strategic objectives in consultation with various external consultants and agencies as appropriate to:
 - (i) Improve and adapt accommodation and facilities to meet the requirements of the college as they change
 - (ii) To improve the efficiency and effectiveness in the use of the accommodation and facilities of the college.
7. Reporting to the Board of Governors and/or standing committees on all estates and facilities related matters as required, including:
 - (i) Working groups commissioned as and when by the governors to develop the property strategy or to investigate any estates and facilities developments.
8. Liaison with external partners who may share the wider campus over joint issues of management of the estate and buildings, grounds and gardens and attendance at partnership meetings as required.

9. Representing the interests of the college in the procurement of college catering and bar operations and ongoing liaison with contractors running the catering and bar services, including budgetary responsibility.
10. Management of the college's insurance portfolio.
11. Attendance at and the preparation and presentation of reports to other appropriate meetings and committees.
12. The procurement of capital works contracts and the supply of goods and services for estates and facilities for the college in consultation with the Head of Finance in accordance with the college's financial regulations.
13. To discharge any responsibilities in respect of budgets or project management duties delegated to the post holder in accordance with the college's financial regulations and procedures and any other external requirements.
14. To take part in provision of management cover as required on an agreed rota basis at the following times:

Weekends
Holiday Periods
Overnight
15. To undertake any training and development deemed relevant to the post.
16. To undertake duties and responsibilities in full accordance with the College's 'Health & Safety' policy and procedures.
17. To work to promote and support the College's policies and procedures with particular reference to the safeguarding of children and vulnerable adults and the Prevent duty.
18. Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or some other senior member of staff acting on his/her behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date:

THE NORTHERN COLLEGE

PERSON SPECIFICATION

HEAD OF ESTATES AND FACILITIES

Category	Essential/ Desirable	Description	Means of Assessment
Knowledge and Experience	Essential	Evidence of experience of general management at a senior level	Application Form Interview
		Experience of managing sub-contracted services and partnership arrangements	Application Form Interview
		A sound understanding of the legal and financial aspects of major property projects and transactions.	Application Form Interview
		Broad experience both in the preparation and control of building development programmes and in managing facilities operations and maintenance services.	Application Form Interview
		Experience of the negotiation and procurement of significant contracts for goods and services	Application Form Interview
	Desirable	Experience of working within a Further Education or Adult Education Institution	Application Form Interview
		An understanding of health and safety and environmental issues in the context of an educational environment	Application Form Interview
		Experience of managing insurance contracts at an organisational level	Application Form Interview
		Experience of Estates management within a historic setting	Application Form
	Skills & Abilities	Essential	Ability to create and maintain open and constructive relationships with others, to respond helpfully to their requests and be sensitive to their needs
Ability to manage a complex property and estates portfolio, staff and budgets.			Interview
Ability to manage and develop people and gain their trust and cooperation to achieve results			Interview
Effective utilisation of management information			Application Form Interview
Competent in the use of ICT			Application Form

Skills & Abilities	Essential	Highly developed interpersonal skills with the ability to communicate effectively across all levels of the college	Interview
Training and Education	Essential	Educated to degree standard in a relevant discipline (architecture, building, engineering, facilities management, surveying or similar) or equivalent	Application Form
	Desirable	Appropriate postgraduate and/or professional qualifications in a relevant discipline as above.	Application Form
		A health and safety qualification	Application Form
		Eligibility for membership of BIFM	Application Form
Other Requirements	Essential	Empathy with the College's mission and values and an ability to build on them	Interview
		Awareness of and commitment to equality and diversity	Interview
		An understanding of the importance of safeguarding and the Prevent duty and a commitment to maintaining a safe learning environment within the College	Interview