



## **JOB DESCRIPTION**

*Downside Abbey*

<b>Post Title:</b>	Head of Building and Engineering
<b>Department:</b>	Bursary
<b>Location:</b>	Stratton-on-the-Fosse, Radstock
<b>Reports to:</b>	Bursar
<b>Supervisory Responsibility:</b>	Works and Grounds Teams and External Contractors
<b>Date of Issue:</b>	November 2018

**The Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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### **Role Summary**

To proactively lead the Hard Facilities Management which includes a works (maintenance) and grounds team and external contractors, providing co-ordination and technical direction, leadership, innovation, a high level of customer service and best practice.

To liaise within the organisation at a senior level and to be accountable for the provision and delivery of a planned and reactive maintenance service in accordance with the agreed service level that complies with the relevant statutory directives and UK/EU legislation.

To be responsible for the project management of all new works schemes once funding has been identified, manage the defect process; oversee Lifecycle works and ensure all elements work seamlessly together.

### **Duties and Responsibilities**

The following list is not exhaustive but the post holders' principal responsibilities are:

#### **Key Responsibilities**

- To ensure delivery of a comprehensive, efficient and effective day to day maintenance service to the Trust utilising the directly employed labour force and specialist sub-contractors as required.

- To adequately manage all projects under his/her control including some feasibility study work taking into account the implications of funding and revenue streams from the schemes.
- To manage and review all specialist sub-contractor work, ensure all sub-contractors are working to agreed contracts and scopes, and to drive towards an incrementally increasing self-delivery model.
- To ensure adequate maintenance of all mechanical, electrical, plumbing, HVAC (heating, ventilation, air conditioning), fire systems, any lifts or disabled access, and any building management systems.
- To ensure that all work commissioned is carried out observing all appropriate Health & Safety legislation and to seek to correct short comings where identified, either through immediate action or through future planning.
- To act as Designated Fire Officer for the estate.
- To liaise with the relevant bodies as required e.g. Planning and Heritage.
- To be responsible for overseeing the security of the estate.
- Other Health & Safety responsibilities as directed.

### **Main Duties**

- To be accountable for ensuring estate maintenance complies with mandatory statutory directives, UK/EU legislation, local policies and procedures, to maintain the continued safety of the Downside Trust staff, monastic members, pupils, visitors and contractors.
- To be responsible for managing plant and equipment throughout its lifecycle and ensure timely and cost effective maintenance and replacements with the minimum of disruption.
- To create a rolling medium term (3-5 years) asset management and maintenance strategy that aligns with the goals and resource allocation plans of the trust.
- To devise the annual planned maintenance programme and schedule of works, by reference to, and integrating with the asset management strategy of the Trust.
- To create an environment which facilitates the delivery of high quality services through dynamic leadership, good staff communications, staff development, direction and technical guidance.
- To be responsible for ensuring all contractual deadlines are adhered too, and relevant PPM (Planned Preventative Maintenance) plans, Lifecycle Plans, Annual Audits, Risk Assessments and Contingency Plans are compiled and regularly reviewed.
- Project Management for small to medium sized capital projects.
- Preparing monthly written status reports for the Bursar and assessing current operations requirements.
- To escalate to the Bursar any items of concern.
- Ensure Operations & Maintenance and Asset information is correct and up to date at all times.
- To develop the Estate utilisation in terms of revenue, service lines and capabilities.
- Monitor and manage the control of labour, consumables, subcontractor costs, materials and equipment within given budgets.
- To support central development and operational activities and liaise closely with the Head of Estate Operations to provide a joined up service.
- Manage any necessary remedial action when services do not meet the required standard.
- Delivery of continuous improvement, efficiencies and partnering proposals.

## **Developing People**

- To manage the performance and delivery of the Works and Grounds team staff, through development, training and appraisals to meet their needs and the long-term objectives of Downside.
- To provide technical leadership and knowledge to the Works and Grounds team.
- To identify a robust and effective “Succession Plan” for the services across the contracts.

## **Promoting Innovations**

- Promote and drive an innovative approach to achieving objectives, making best use of the latest industry techniques with a view to realising best practice.
- To deliver a service which continually improves the environment in which we operate.

## **Client**

- To provide a high level of customer satisfaction through the effective management of Downside staff, sub-contractors and key stakeholders.
- To foster a culture of customer focus through constant attention to the needs of the customer.
- To forge a partnering approach with the customer to achieve mutually beneficial results.
- To liaise and negotiate with the Trust staff and user departments at a senior level and build strong working relationships.

## **Health & Safety**

- Drive Health & Safety excellence and champion continuous improvement and best value, ensuring compliance with the quality systems.
- Risk identification and remediation ensuring that subcontractors are aligned with the broader Trust values.
- Monitor H, S & E performance through inspections and audits providing appropriate reports and improvement plans.
- Facilitate external audits and awards proving reports and improvement plans to Bursar and School Governors.
- Ensure the Works and Grounds team investigate and report all accidents and incidents as required ensuring any learning points are communicated. Ensure all lost time accidents are fully investigated and reported with relevant documentation retained for future reference.
- Ensure the effective operation of Safety Committees and team briefs.
- To develop a Safety focused culture.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the Organisation.

## **Review**

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

## PERSON SPECIFICATION

ATTRIBUTES	<b>ESSENTIAL</b> <i>These are qualities without which the applicant could not be appointed.</i>	<b>DESIRABLE</b> <i>This information could be used to differentiate applicants.</i>	<b>HOW IDENTIFIED</b> <i>(Application / Interview)</i>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant Qualification such as HNC (in an engineering discipline), CIOB, RICS, BIFM, IBOSH or NEBOSH.</li> <li>• Evidence of Continuing Professional Development.</li> </ul>	<ul style="list-style-type: none"> <li>• A Health &amp; Safety Qualification.</li> <li>• Membership of a relevant professional body e.g. BIFM</li> </ul>	Application
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate understanding of current industry trends and innovations in the area of Hard FM</li> <li>• Proven expertise in specifying contracts and defining operating standards, including appropriate KPI's and SLA's, along with related H&amp;S and other regulatory obligations.</li> <li>• A solid grasp and first-hand knowledge of contractor selection and negotiation of contract terms, as well as pricing structures and on-going oversight</li> <li>• Excellent relationship and project management skills, plus the ability to scope moderately complex engineering tasks, ensuring plans come to fruition within budget and time constraints</li> <li>• Relationship building skills will be crucial to the role; having the ability to provide to outstanding customer service to various stakeholders up to an Executive level is essential.</li> <li>• Strong planning and co-ordination skills</li> <li>• Strong attention to detail.</li> <li>• Strong ICT skills and able to utilise appropriate IT systems for project management and record keeping.</li> </ul>		Application & Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of leading and developing a high</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Hard FM in a School or</li> </ul>	Application & Interview

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	<ul style="list-style-type: none"> <li>performing team.</li> <li>• Demonstrable management level experience, including engagement with senior leadership teams.</li> <li>• Able to manage financial budgets and deliver efficiency programmes through continuous improvement.</li> <li>• Expertise in dealing with all relevant legislation e.g. Building and Planning regulations, Asbestos, Legionella and Health and Safety.</li> <li>• Proven track record of project management and ability to deal with complex issues.</li> <li>• A high level of commercial acumen.</li> </ul>	<ul style="list-style-type: none"> <li>College.</li> <li>• Experience of working with listed building status properties and a Heritage environment.</li> </ul>	
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Committed to safeguarding of children and young people.</li> <li>• Appreciation of the ethos of a Catholic Benedictine boarding school.</li> <li>• A flexible approach and ability to be reactive to the needs of the organisation.</li> <li>• Able to communicate effectively across all areas of the organisation and develop strong relationships with all stakeholders.</li> <li>• A high level of professionalism.</li> </ul>		Interview

Received by (print name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_