

Job Description & Person Specification

Job Title:	Head of Estates & Facilities
Service / Provision:	Central Services
Job Family:	Operations
Line Manager:	Director of Operations
Salary Band:	Leadership Scale L3 - 7
Annex	Please ensure you refer to Annex 1 with this Job Description

Working under the leadership of the Director of Operations, Brunel's Head of Estates & Facilities will embed themselves and collaborate as a key member of the Central Services Senior Management Team (SMT).

Responsible for management of Operations related projects and the Facilities Managers, Health & Safety (H&S) Advisor and Operations Co-ordinator, the Head of Estates & Facilities will take a lead role in providing financial and operational support, contributing expertise to the Director of Operations and wider Executive Leadership Team (ELT) in line with the development and delivery of the Brunel Operations Strategy. The post holder will be responsible for ensuring risk is mitigated in line with current legislation, Operational processes and systems are maintained and accurate, while generating and implementing strategies to improve service levels and improve efficiency throughout the organisation operationally.

Key accountabilities, duties and responsibilities

Team Management

- Directly line manage the Facilities Manager, H&S advisor in all aspects, this including coaching, support and performance management
- Develop the Estates & Facilities Team to deliver high quality learning and workplace environments
- Manage, lead and monitor the performance of the Estates & Facilities Team with effective performance management
- Bring standardisation and efficiency to the Operational teams, their responsibilities and across the Trust

Estate & Facilities

- Responsible for Estates assets within Brunel
- Lead on asset quality, management and relevant project work for Estate & Facilities assets located across Brunel, including maintenance and sustainability
- Lead on an annual development plan for Estates & Facilities assets to ensure sustainability and retained value, where possible
- Ensure data from regularly updated DfE condition surveys and other relevant inspections underpins the appropriate use of Brunel funds
- Oversee maintenance of the central asset register, including delivery of timely information for budget management and resource planning

Budgets & Financial Management

- Responsible for the Brunel Estates & Facilities budget and 5-year development plan
- Oversee the Estates & Facilities budget and advise accordingly on areas of opportunity and or concern

- Lead on ensuring Budgets are set annually addressing areas of risk and need per Provision as a priority
- Oversee the implementation of a preferred supplier list (PSL) for all activities ensuring relevant procurement regulations are undertaken
- To work with ELT & SMT to deliver Brunel's planned capital investment across Brunel, developing an agile strategic approach to proactively managing the estate and its infrastructure through use of the school allocated funds and grants
- Oversee the contracts related to the Estates & Facilities team responsibilities ensuring they are compliant and in line with quality control

Risk Management

- Lead on risk management for Estates & Facilities Teams through delegated responsibility from the Director of Operations, including input into the central risk register, coordinating action plans with individual provisions and monitoring compliance
- To advise on budget control for Estates & Facilities for Brunel to mitigate unnecessary risk
- Be an ambassador for positive risk attitudes and focus on all aspects of this subject
- Oversee the completion of, recording and follow up actions against a proactive approach to risk assessment and audits or inspections
- Ensure all duties carried out by the Estates & Facilities team are in line with Brunel's Health & Safety policies, undertaking risk assessments where appropriate
- Ensure Brunel's buildings and external areas are maintained to ensure good Health & Safety practices, working with our PFI site contractors where required
- Lead on the development and training for Brunel critical incident processes and procedures
- Lead on all major/critical instances where Health & Safety issues are raised with the Brunel sites
- To be responsible for the drafting, implementation and management of the Business Continuity Plan (BCP) and accountable and fully equipped to support Brunel's critical incident response procedure
- Work within procurement legislation and VFM and be the direct contact for all external contracts

Project Management

- Assume the role of Project Manager (as a member of SMT) in line with delegated responsibilities, as directed by ELT, ensuring successful delivery of all projects aligned to time, cost and quality parameters with the Project Officer
- Maintain accountability for the timeline of all project work, ensuring relevant communication is shared with the required stakeholder where applicable and appropriate
- To work within Provision budgets with delivery of activities on or below budget and produce a business case when this is not achievable
- Lead internal resources and/or identify third party/vendor for a successful execution on all projects
- Undertake the role of Lead for Operations related projects across in line with Brunel's Strategic Plan, associated key priorities and Operations strategy

Operations Development

- Drive forward and develop key business systems for Brunel
- Ensure efficient use of data and technology to improve organisational systems and development
- Take ownership of the current ways of working across all areas of responsibility and implement development plans to improve utilising data to drive this.
- Take advantage of lessons learned at each stage and implement processes to take advantage of these
- Perform a key role in the Brunel sustainability plan

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • Bachelors degree in relevant Management area or equivalent professional qualification(s)/ accreditations related to Facilities/Estates/Risk/Projects • Committed to self-development and willing to learn 	<ul style="list-style-type: none"> • Nebosh or Iosh managing safely
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of managing multiple teams and fields of expertise • Experience of using systems for data entry and reporting • Experience in people development and mentoring role • Knowledge of security management i.e. personnel and assets • Experience of working in a busy environment with a strong customer service ethos • Contract management and procurement 	<ul style="list-style-type: none"> • Experience of working in a school/education environment • Experience working in a Risk and Business Continuity environment • Have experience and understanding of practice and principles for Safeguarding Children and Young People (CYP) or vulnerable adults within an educational setting
Skills & Abilities	<ul style="list-style-type: none"> • Strong numeracy/literacy skills • Strong ICT skills and proficient in the use of Microsoft/Word/Excel/Outlook • High standards of accuracy and attention to detail • Analytical skills with the ability to identify key points from complex material or information and lead on knowledge sharing effectively • Ability to manage multiple work streams within agreed and/or competing deadlines • Work in a collaborative manner for best outcomes for all stakeholders • Ability to develop and maintain strong, effective and professional working relationships • Flexibility in working hours when necessary 	