

Job Description

Job Title	Capital Projects & Estates Manager
Grade/Salary	Grade 11, Scale Range 36 – 39
Reporting to	Chief Finance Officer

Job Purpose

- To provide strategic and operational leadership and management of all premises and sites across Ponterfract Academies Trust.
- To undertake the role of Health and Safety at Work Competent Person for the Trust which will include providing a comprehensive range of competent advice, assistance, guidance to ensure that the Trust meets its legal responsibilities under Health and Safety law.
- To manage their time efficiently and effectively to ensure that any competing or conflicting demands are managed.
- To promote the vision and values of Ponterfract Academies Trust with all stakeholders including Trustees, local governors, colleagues, parents, visitors and the local and wider community.

Key Responsibilities and Accountabilities

Key Duties and Responsibilities

- To monitor the condition of premises through regular inspections and implement a rolling programme of repairs and maintenance which support a cost-effective maintenance programme across the Trust.
- To support the procurement of contracts through formal competitive tendering procedures in accordance with Trust financial regulations.
- To manage the delivery of works covering capital projects, compliance and cyclical maintenance, ensuring that these are delivered to agreed standards, programmes and contract values.
- To contribute to and review all necessary design standards to ensure consistency across projects.
- To manage all premises compliance and cyclical contracts to deliver value for money through single contracts and monitoring to ensure that compliance checks are undertaken to the correct frequency and standard.
- To undertake regular review of estates health and safety compliance, health and safety policies and procedures, and proactively identify and resolve health and safety issues.
- To undertake the role of the Health and Safety at Work.
- To maintain a master register for all Health and Safety at Work related training and certificates to ensure that appropriate personnel are in place at each site across the Trust.
- To be the key contact for any external health and safety inspection or reporting (including RIDDOR).
- To advise on land, property, assets and facilities management matters.
- To take responsibility for budget setting and management of Estates and Facilities Management projects.
- To lead or support on capital and maintenance projects where necessary.

- To appoint, manage and monitor external consultants to assist the core Estates and Facilities Management team to ensure the delivery of projects are in line with the Trust's requirements, timescales and budgets.
- To promote and enhance the health and safety culture of the Estates and Facilities Management services.
- To represent the Trust at both internal and external committees, meetings, groups, forums etc. as and when required.
- To ensure that relevant statutory and regulatory requirements for the Trust and its services are achieved.
- To ensure that an inclusive and equitable environment is provided for students, staff and visitors.
- To request and collate information from academies as required and produce relevant reports for meetings.
- Provide advice, guidance, and training on the completion of Health and Safety risk assessments in conjunction with the Head of Governance.
- Be responsible for directing and advising site premise teams regarding all estates and facilities issues in conjunction with school leadership.

Performance Management and Review

- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policies and Procedures.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	Health and safety NEBOSH general qualification.	E	✓	
2.	Level 2 numeracy and literacy qualifications (Grade C/4 or above).	E	✓	
3.	Health and safety NEBOSH diploma qualification.	D	✓	
4.	Educated to HNC/D level in a relevant subject or equivalent knowledge and experience, or a willingness to study for the qualification.	D	✓	
5.	Member of a relevant professional body CIOB, RICS, CEng or other qualification.	D	✓	
6.	Project management qualification.	D	✓	✓
7.	Facilities management qualification.	D	✓	✓
Experience				
8.	Substantial and proven experience of managing budgets to planned levels of income and expenditure.	E	✓	✓
9.	Proven experience of effective partnership working and developing good working relationships with all stakeholders.	E	✓	✓
10.	Proven experience of managing third party contracts and service providers.	E	✓	✓
11.	Proven experience of construction industry procurement, tendering and contracts.	E	✓	✓
12.	Proven experience in asset management.	E	✓	✓
13.	Excellent organisational and time management skills.	E	✓	✓
14.	Analytical abilities and aptitude in problem solving.	E	✓	✓
15.	Proven experience in property development.	D	✓	✓
Abilities, Skills and Knowledge				
16.	Strong interpersonal skills commensurate with providing a professional service within a complex organisation.	E	✓	✓
17.	Effective project management skills.	E	✓	✓
18.	Highly developed communication and influencing skills.	E	✓	✓
19.	Proven experience in advocacy, facilitation and negotiation.	E	✓	✓

No.	Categories	Essential or Desirable	Assessed by:	
			App Form	Interview or Task
20.	Ability to use appropriate IT and Microsoft Office product (Word, Excel, Outlook etc.).	E	✓	✓
21.	Understanding of data protection, confidentiality and safeguarding issues.	E	✓	✓
22.	Excellent written and verbal communication skills to provide advice, guidance and support on premises and health and safety matters.	E	✓	✓
23.	Skilled in establishing and maintaining effective and constructive working relationships with external stakeholders, contractors, colleagues and senior management.	E	✓	✓
Personal Qualities				
24.	Demonstrable personal enthusiasm and commitment aimed at making a positive difference for children and young people.	E	✓	✓
25.	Resilience and high personal standards.	E	✓	✓
26.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	✓	✓
27.	High expectations for self and others and a strong commitment to raising achievements.	E	✓	✓