

Job Description and Person Specification

Building Services Manager

JOB DESCRIPTION

JOB TITLE	Building Services Manager
EMPLOYER	University of Brighton Academies Trust
LOCATION/S	<p>Base office – Hastings East Sussex with travel to Academy Trust offices, Secondary Academy and Primary Academy sites across East and West Sussex.</p> <p>This role has been deemed suitable for Hybrid working that comprises a combination of office and remote working.</p>
SALARY AND WORKING HOURS	<p>Single Status Grade 11 - £33,145 - £35,802</p> <p>Subject to qualifications and or experience.</p> <p>As the post requires travel between locations it qualifies for a mileage-based allowance.</p> <p>37 hours per week, 52 weeks a year</p>
RESPONSIBLE TO	Director of Estates and FM
RESPONSIBLE FOR	-
MAIN PURPOSE OF THE JOB	<p>Lead manager for building services and technical support to academy and Trust partners</p> <p>Develop, Implement, manage, and maintain effective systems and processes to drive efficiencies.</p> <p>Procurement and management of operational building services contracts to ensure that the infrastructure meets the service needs of academies and the Trust.</p> <p>Carry out audits and report on building services risks and condition to inform planned maintenance budgets and risk management plans</p> <p>To provide a cost-effective timely maintenance service to academies and the Trust</p>

MAIN TASKS / KEY RESPONSIBILITIES	
	Responsible for the provision and management of buildings services contracts and the planning and management of projects as required including mechanical and electrical services, fire systems, plumbing and water treatment, fabric maintenance.
	Manage the design of specifications for new work, upgrades, and modifications, utilising the Trust's Tender or competitive quotation procedures. This includes arranging pre-contract meetings, producing tender documentation, and managing the procurement process through to appointment of the contractor.
	Manage the provision of contingency plans to meet emergency situations for building services, to contribute to a Trust, academy, or departmental emergency, ensuring emergency plans as implemented are appropriate.
	Raise orders for associated works, ensuring that resources and materials are readily available for effective and efficient management of building services. Regularly review available resources and incorporate changes in line with value for money and audit recommendations. Undertake procurement following the Trust's Financial Regulations including quotations/tenders, selection of suppliers and verify invoices, interim payments, and final accounts for payment.
	Carry out and report on building condition through an audit of assets, to provide factual data on the condition of the plant and systems, to identify current and future risk and liabilities and update asset data accordingly.
	Manage access to, the continuous development of, and monitoring and reporting in relation to building maintenance and condition related CAFM software, including but not limited to, ensure that all system users have a good working knowledge and receive sufficient instruction and support to become competent users.
	Responsible for the control of contractors, monitor and liaise with contracted staff used for service contracts, ensuring that all work undertaken is compliant with relevant legislation and contract standards, including procedures and policy review, monitoring and audits, the delivery of awareness training, ensuring all contractors work in accordance with the trusts Permit to Work System, Trust Policies, and HSE regulations.
	Identify and evaluate areas for potential service improvement and savings. Providing expert and specialist knowledge to benefit the strategic direction of the Trust and the development of departmental services in accordance with the strategic plan. Report and advise on new technologies. Provide and receive technical information and give expert and specialist advice to academy and department colleagues at all levels.
	Liaise and develop good working relationships with other departments and academies within the Trust in so far as building services are concerned. Where required, provide suitable training and guidance to service users.
	Liaise with external bodies such as local authorities and specialist groups on building matters, permissions, and safety issues
	Responsible for the preparation and control of estates record documentation including health & safety documentation and legislative documents specific to building services, responsible for the storage and retrieval of estates related technical information for use by departmental managers and disseminated across the Trust. Includes both hard copy and software systems that need to be used and developed to provide accurate up to date information.
	Manage the operational buildings risk register.

	To work with minimum supervision and with excellent time management and prioritising principles
	To carry out all activities in line with the Trusts policies for Health and Safety and Equal Opportunities
	To participate in professional development activities and performance management activities as advised or required
	To undertake other reasonable duties as directed by your line manager, the Estates of E&FM Director

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: 28/06/2021

Additional Information

- All Support Staff posts within the Academy are subject to a 6-month probationary period
- This post is subject to a Disclosure and Barring Services (DBS) check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

EDUCATION AND QUALIFICATIONS

- 1.1 A Facilities Management or building services related qualification at level 4 and above or 3+ years equivalent experience and in-depth knowledge with proven ability in managing estates services and infrastructure.
- 1.2 Contractor management experience.
- 1.3 Construction/property management knowledge gained through training and or experience.
- 1.4 Evidence of continuing professional development and management/ leadership development.

KNOWLEDGE AND EXPERIENCE

- 2.1 Experience of working in a similar role within an Estates or Facilities Management team.
- 2.2 Experience of working to budgets.
- 2.3 Experience of managing multiple service contracts.
- 2.4 Able to demonstrate experience of using CAFM/Building management systems and a sound IT knowledge and experience of MS products and services.
- 2.5 Able to demonstrate experience in providing expert advice at a supervisory / managerial level on property and construction matters, in accordance with national and local policies and standards.
- 2.6 Experience in planning and delivery of maintenance programs.
- 2.7 Strong track record in managing schemes to time and budget
- 2.8 Good knowledge of industry standard building construction contracts, along with the ability to effectively manage contractual relationships with Contractors

KEY SKILLS AND ABILITIES

- 3.1 Able to demonstrate technical understanding of a range of services provided by the Trust.
- 3.2 Fully conversant with statutory requirements, ACOPS and the requirements of Regulatory Bodies.
- 3.3 Sound financial acumen and highly developed commercial and contract negotiation skills.
- 3.4 Good judgment and strong problem solving, decision-making and analytical skills and able to process facts, interpret and provide appropriate advice, often balancing conflicting demands.
- 3.6 A proven ability to come up with flexible and creative ideas
- 3.7 Excellent collaborative working skills and able to work across departments, with multiple stakeholders and within multidisciplinary teams.
- 3.7 Able to prioritise, schedule and monitor to completion, multiple projects often running in parallel, understanding key priorities, meeting deadlines, and maintaining a consistent high-quality output, by allocating time effectively.
- 3.8 Effective oral and written skills in the presentation and interpretation of complex information to senior managers, including the effective chairing of meetings.

PERSONAL ATTRIBUTES

- 4.1 Commitment to the aims of the Trust
- 4.2 Self-motivated with drive, initiative, and a high degree of pro-activity
- 4.3 Sense of humor and equable temperament
- 4.5 Commitment to working as a contributing member of a dynamic and 'can do' service team
- 4.6 An awareness of the positive influences that the environment has on influencing the educational outcomes for students
- 4.7 Commitment to Equal Opportunities
- 4.8 Full UK Driving License and access to their own transport as the post holder will be required to travel between Trust offices and academies for which a mileage allowance is payable.

DESIRABLE CRITERIA

EDUCATION AND QUALIFICATIONS

- 5.1 Degree and equivalent knowledge and experience in Building Surveying, Engineering or construction related discipline.
- 5.2 Chartered Member of appropriate building / engineering related Professional Institution, such as the RICS, CIOB, IHEEM, CIBSE, RIBA or IWFM.

KNOWLEDGE AND EXPERIENCE

- 5.1 Experience within an education environment
- 5.3 Experience of developing joint and collaborative working with local and commercial partners
- 5.4 Experience of public sector procurement and tendering procedures
- 5.5 Knowledge of current school building bulletins

KEY SKILLS AND ABILITIES

- 6.1 Demonstrates the capacity to hit the ground running and learn quickly.
- 6.2 A creative thinker interested in new approaches to FM.

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