

## Job Description

<b>Post Title:</b>	<b>Trust Estates and Compliance Manager</b>
<b>Post Grading:</b>	Grade 10 SCP 31 to 34 £44,428 – £47,420
<b>Hours:</b>	37 hours a week, 52 weeks a year <i>Requirement to travel between Trust academies</i>
<b>Responsible to:</b>	Chief Operating Officer (COO)
<b>Responsible for:</b>	Allocated Site Managers/Premises Officers

### Overall purpose of this post:

To lead on the daily management of LwLAT Estates, ensuring the Trust is always fully compliant with Health and Safety legislation. Responsible for delivering a programme of effective preventative maintenance. To deliver continuous improvements to the Estate through project management of capital investment.

### Major Objectives:

These will include, as appropriate, those that reflect the Trust's key value: "Winning Hearts, Inspiring Minds" through Collaboration, Inspiration, Diversity and Community.

### Role and Responsibilities:

#### Estate Management

1. Lead on the development and implementation of the Trust-wide estate vision, strategy, and preventative maintenance plan. This will involve both short- and long-term planning.
2. Ensure both statutory and recommended compliance testing is undertaken across the Estate in a timely manner and recorded accurately on the Trust Management Information System (MIS) with supporting documentation as applicable.
3. Ensure that the Department of Education's, 'Good Estate Management for Schools' guidance is followed and implemented.
4. Ensure the Estate is well presented at all times and complies with all relevant legislation.
5. Contribute to the procurement of Trust-wide service contracts ensuring value for money is achieved via a competitive tender in compliance with the Academy Trust Handbook and Trust Finance Policy.

6. Provide effective line management to allocated Premises teams to ensure an outstanding service to academies.
7. Continually develop staff through an effective professional development process.
8. Arrange periodic condition surveys across the Estate proactively leading on identifying and managing risk, working with the COO to prioritise condition elements.
9. Working closely with Trust appointed facilities management and project partners to ensure high levels of service and delivery from quotation to completion.
10. Develop and implement strategies to reach carbon efficiency goals in collaboration with the COO.

### **Health and Safety**

1. As the Health and Safety lead for the Trust, responsible for ensuring compliance with legislation and best practice at all times.
2. Responsible for risk management, overseeing the implementation and compliance of through effective risk assessments both internally (within the Trust) and via external 3<sup>rd</sup> party contracts.
3. To ensure compliance with the Control of Asbestos Regulations 2012, across all Trust sites and buildings, including annual reporting and maintenance of records. Highlight immediately to the Trust any substantial changes or risks in the condition of asbestos containing materials across the Estate.
4. To be responsible for auditing, reviewing and compliance with actions reported on the Trust health and safety management systems.
5. Provide advice to Academies to ensure the safety of pupils, staff, and visitors whilst within the Estate.
6. Build effective working relationships with the Trust external Health and Safety advisors and other 3<sup>rd</sup> party partners to facilitate effective audits and remediations in a timely manner.
7. To be responsible for reviewing health and safety audits and fire risk assessments and support Academies in developing an action plan for areas of concern or that require improvement.
8. To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action when required.

9. Support Academies in the effective recruitment, induction, management, and development of the Trust Estates Team.
10. Advise Academies on health and safety matters, seeking advice from the Trust external health and safety advisors as appropriate.
11. Oversee the asbestos management plan for Academies and raise awareness to all building users of the risks of asbestos in the workplace.

### **Capital Works**

1. Be responsible for the management of projects commissioned by the Trust Executive through the school condition allocation (SCA).
2. Be responsible for ensuring the Trust's Estates Management Information System (MIS) is kept up to date with condition data.
3. Analyse condition surveys alongside local knowledge of the Estate and liaise with COO in developing an annual programme for the use of the SCA funding.
4. Lead in coordinating major projects including capital expansions and bid writing.
5. Responsibility for project management of all capital projects so that they are completed to time, on budget, meet relevant regulations and are fit for purpose.
6. Review outcomes of expenditure to ascertain consistent standards of work and/or pricing across all Trust schools.
7. Liaise with Estates teams to ensure best practice across site management and site expenditure.

### **General**

1. To achieve positive and effective lines of communication with all staff, parents/carers, community groups, local education authority, stakeholders, supplier groups, contractors and external agencies.
2. To promote the Trust and Academies to, and raising the profile within, the local community.
3. To maintain competence in role by engaging with professional development as required.
4. To be prepared to work flexibly during busy periods.
5. To develop constructive relationships and communicate with other colleagues, agencies/professionals. Attend and participate in meetings, sharing experience and skills with others.

6. To perform other ad hoc duties and assignments that are commensurate with the post's grade whenever reasonably instructed by the Executive Team.
7. To report all concerns to an appropriate person.
8. To comply with the Trust's child safeguarding procedures, including regular liaison with the designated child safeguarding person over any safeguarding issues or concerns.
9. To comply with Trust policies and procedures at all times.

## Person Specification – Trust Estates and Compliance Manager

Ref	Criteria	E/D	App	Ref	Int
<b>1. Qualifications and Training</b>					
<b>1a</b>	A level of numeracy and literacy sufficient to carry out the duties of the post (min Grade C/Level 5 GCSE Maths & English)	E	✓	✓	
<b>1b</b>	Relevant qualification in Health and Safety from an accredited body such as IOSH/NEBOSH	E	✓	✓	
<b>1c</b>	Project management qualification such as Agile or Prince2	E	✓	✓	
<b>1d</b>	Degree in a relevant field or equivalent experience in a similar role (minimum of 2 years)	E	✓	✓	
<b>2. Professional Experience and Knowledge</b>					
<b>2a</b>	Experience working in the education sector	D	✓		
<b>2b</b>	Experience of working in multi-site operation	E	✓		✓
<b>2c</b>	Knowledge of facilities management requirements and legislation	E	✓		✓
<b>2d</b>	Strong knowledge of health and safety legislation	E	✓		✓
<b>2e</b>	Experience of managing health and safety and statutory compliance	E	✓		✓
<b>2f</b>	Experience of writing risk assessments and managing risks in a working environment	E	✓		✓
<b>2g</b>	Strong IT skills with ability to proficiently use MS office, interrogate systems and use CAD software for updating of site drawings and Building Information Modelling (BIM)	E	✓		✓
<b>2h</b>	High level of literacy and ability to write formal communications	E	✓		
<b>2i</b>	Managerial skills to effectively manage a diverse team	E	✓		✓

<b>2j</b>	Excellent communication skills at all levels	E	✓	✓	✓
<b>2k</b>	Strong attention to detail and able to deal professionally with emerging and competing priorities.	E	✓		✓
<b>2l</b>	Full UK Drivers Licence and access to own transport to travel between sites during the working day	E	✓		
<b>2m</b>	Experience of developing and implementing planned preventative maintenance programmes (PPM)	D	✓		✓
<b>2n</b>	Demonstratable experience of successfully managing complex multi-discipline projects	E	✓		✓
<b>3. Equal Opportunity</b>					
<b>3a</b>	Must be able to recognise discrimination in its many forms and willing to put the equality policies into practice	E	✓		✓
<b>4. Other Skills</b>					
<b>4a</b>	Able to exercise sound judgement to distinguish between routine issues that can be resolved independently and other issues which require escalation	E	✓	✓	✓
<b>4b</b>	Able to adapt to new legislation, policies and procedures	E	✓		✓
<b>4c</b>	Able to use own initiative to problem solve, demonstrating a willingness to embrace change	E	✓		✓
<b>4d</b>	Able to produce clear and concise documentation	E	✓		✓
<b>4e</b>	Able to work as part of a local team and the wider Trust	E	✓		✓
<b>4f</b>	Full UK Drivers Licence and access to own transport to travel between sites during the working day	E	✓		✓