



REGIONAL PREMISES AND ESTATES MANAGER JOB DESCRIPTION

Grade:

Hours: 36 hours per week

Reports to: Senior Premises and Estates Manager - Delivery

Line Management of: Multi-Site Managers (Directly within Regional Area)
Sites Personnel including cleaning teams (Indirectly) Internal
Improvement Personnel (Directly)

Role Purpose

Through effective management, monitoring, evaluation and development of Premises and Estates Staff:

STEP First

- Lead a high quality regional team of premises and estates professionals, focussed on quality, safety and efficiency
- Provide support, guidance and signposting of services, solutions and legislation to the multisite managers
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust;

STEP Way

- Support multi-sites managers to procure works and services for their regional area
- Communicate, promote and ensure delivery of the STEP Way to ensure that consistent delivery of service and improvement is visible throughout the region's academies
- Communicate promote and ensure delivery of the STEP Way compliance processes to ensure consistent safety throughout the region's academies
- Manage people and support others to manage their direct reports (absence management, recruitment, performance management)

STEP Up

- Ensure that our high quality internal systems are implemented within our academies and regional groups.
- Oversee all conversion/transfer project work relating to premises and estates within the region
- Support, advise and oversee as appropriate larger project work
- Develop a network of suppliers and contractors to undertake compliance and project work in accordance with STEP Way specification

STEP Ahead

- Support the Senior Premises and Estates Manager for Delivery & Head of Facilities to develop strategies and systems to ensure that the service is ready for STEP's next stage of development.

- Support and induct new members of the team and ensure consistent training and induction for all indirectly line managed staff within the regional team
- Identify gaps in knowledge and address through training as appropriate
- Prioritise the improvement works and capital expenditure requirements (working closely with sites personnel) ensuring budgets are sufficient and procurement provides best value for money.

Accountability

Accountable for the day-to-day leadership and management of operational premises functions, in a regional area.

This will be achieved through:

Provide high quality leadership and management of the regional team.

- Foster a strong STEP First culture, ensuring there is transparency, collaboration and excellent communication, both within the teams and with the wider organisation.
- Through recruitment and appraisal, hire, develop, evaluate, and retain a high quality team of professionals.
- Deliver strong leadership, people management, communication and analytical skills to ensure a highly motivated team deliver a professional and quality focussed service.
- Develop a highly effective and skilled team who are solution focused and are passionate about quality.

Deliver consistent business processes to enable the day-to-day oversight of the services

- Ensure that staff deliver excellent customer service, with escalation paths for both performance issues and barriers to excellence embedded across the Trust.
- Monitor and utilise KPIs and quality assurance to monitor performance, opportunity and risk.
- Advise on Health and Safety and site compliance, ensuring a strong culture is embedded across the team.
- Inform the Senior Premises and Estates Manager of any foreseen risk or business continuity concern
- #Embed effective processes to ensure the management of services within allocated budgets.

Help to develop high quality internal and external systems of support and training and oversee conversion/transfer of new academies into The Trust

- Implement a programme of CPD to upskill staff
- Support the development of specialism within each of the sites teams, in order to improve capacity and reduce outsourcing.
- Foster a culture of 'see one, do one, teach one', in order to improve the availability of specialist skills and capacity.
- Manage the region's quality assurance process and provide Senior Manager with the STEP Standard evaluation.
- Assist with on-boarding of new academies, ensuring projects are well planned and executed.

Deliver strategies and systems to ensure that services are ready for STEP's next stage of development and support the wider development of the Trust.

- Demonstrate an active commitment to your own professional development;
- Stay informed about relevant changes and emerging themes within the sector and service areas
- Report regularly to the Head of Facilities the progress of the organisation against strategic and operational plans;

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

As a member of the Senior Leadership Team, to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and design and implement systems to ensure compliance..

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co- operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the Senior Leadership Team

This will involve:

- To participate in training to be able to demonstrate competence.
- Participating in the ongoing development, implementation and monitoring of the service plans and strategy.
- Championing the professional integrity, values and behaviours expected by the Trust.
- Promoting the mission and vision of STEP, as well as The STEP Compass.

- Conforming with and actively sharing feedback around Trust policies.

Undertake any duties, consistent with this position, which might, from time-to-time, be assigned by the Head of Facilities.

REGIONAL_PREMISES AND ESTATES MANAGER

PERSON SPECIFICATION

CATEGORY	REQUIREMENT	ASSESSED Application (A) Interview (I) Reference (R)
Essential Knowledge	NVQ or equivalent qualification or equivalent in relevant discipline	A
	NEBOSH or IOSH qualified.	A
	Excellent numeracy/literacy skills	A
	A working knowledge of policies/codes of practice/legislation/regulation, within an educational facilities management environment.	A/I
	An understanding of the integral role facilities plays in a school environment and how this supports learners outcomes	A/I
Essential Skills and Abilities	A positive and enthusiastic leader, committed to ensuring the best possible outcomes for learners.	A/I
	Ability to work effectively both in collaboration with other professionals/ teams and also on own initiative.	
	Ability to interpret advice/statute and to devise policy/practice in light of these	A/I
	Ability to relate well to children and adults	A/I
	Ability to persuade, motivate, negotiate and influence	A/I
	Ability to self-evaluate learning needs and actively seek learning opportunities	A/I
	Analytical and able to interpret data to inform priorities	A/I
	Accuracy and attention to detail	A/I
	Computer literate, competent in using email, Microsoft software (predominantly Windows, Word and Excel) and other more role specific software	A/I
	To be able to communicate clearly and effectively	A/I
Experience	At least 2 years relevant experience (managing multiple sites)	A/I
	Previous responsibility for managing a team multi-disciplinary team of 10+ staff	A/I
	Experience of delivering projects.	A/I
	Experienced of managing budgets.	A/I

	Proven track record of delivering against performance targets	A/I
Special Conditions	Enhanced DBS Check	A
	Hold a full driving license, with at least two years' experience as a qualified driver and no more than 6 penalty points (none for dangerous driving).	A