



JOB DESCRIPTION

JOB TITLE:	Estates Officer
Location:	Aberdeen City Campus (with travel to other campuses as required)
Salary:	Grade 8, (£43,974 - £46,336)
Line Manager:	Estates Manager
Appraiser:	Estates Manager

Main Function:

To support the Estates manager in delivering the Our Spaces sub-strategy by contributing to agreed student engagement activity, assisting with the collection and collation of student feedback on the use, accessibility and inclusivity of learning, social and study spaces.

Under the direction of the Estates Manager, work with colleagues across estates, curriculum and student services to support the review, development and delivery of student-facing spaces in line with the Our Spaces sub-strategy, contributing to practical improvements that enhance the student experience and support effective learning.

To support and work with College stakeholders and the Facilities Management Team to ensure maintenance, building and refurbishment activities are well co-ordinated and planned to minimise the impact on College students and staff and deliver value for money and quality of finish.

To oversee and ensure the day to day estates operation at every College campus is fit for purpose, legally compliant and maintained to a high standard supporting the comfort, safety and wellbeing of staff, students and stakeholders.

Main Duties – Generic

1. To provide accurate and timely support to the College in the area(s) of responsibility, ensuring high levels of professional conduct at all times.
2. To ensure that relevant statutory provisions relating to health and safety, safeguarding and equality and diversity are adhered to.
3. To ensure that quality improvement and best practice are considered and discussed with colleagues and managers at all times to ensure the efficient and effective delivery of the HR provision.
4. To create and sustain effective relationships with internal and external customers and other stakeholders and partners and to contribute to a positive and regional team ethos across all College centres.
5. To participate in the College's staff appraisal/performance management scheme and professional development arrangements.
6. To comply with the College Data Protection Policy when handling personal data in the course of employment, including personal data relating to any employee, worker, contractor, student, customer, client, supplier or agent of the College.
7. To comply with the College's IT Security Policy, Acceptable Use Policy and other relevant data policies and procedures including the Data Retention/Destruction Procedure.

Main Duties – Specific

1. Monitor building condition, identifying defects, from minor to major risks or hazards, or areas for improvement and escalate to the Estates Manager.
2. To review the College's accommodation and make recommendations for maintenance, refurbishment and replacement.
3. Oversee the day-to-day condition, operation and presentation of NESCol buildings, both internal and external areas by carrying out risk assessments to ensure Health and Safety compliance.
4. Meeting as appropriate with College managers to identify and resolve maintenance needs and project plans and identify future minor works projects.
5. Act as a key point of escalation for academic and support staff for repair or minor work requests, using initiative to resolve problems and devise varied solutions.
6. Ensuring compliance across the estate including Fire safety, Asbestos management, Legionella control, Electrical safety (EICR, PAT), Gas safety, Lifts and access equipment, carrying out routine checks and inspections on completed paperwork.
7. Plan and coordinate minor works projects, refurbishments, alterations, support condition surveys and backlog maintenance tasks.
8. Oversee minor works and repairs, planning and monitoring the quality of contractor work, ensuring compliance with College policies and procedure, and raise defects or performance issues to Estates Manager.
9. Assist in service contracts performance review meetings for grounds, lifts, catering equipment, water quality management etc
10. Support sustainability initiatives such as energy efficiency measures and report anomalies (leaks, abnormal consumption) to the Estates Manager.
11. Support the Estates Manager, using technical knowledge and experience, with estates related information for business cases towards funding bids for Capital grants.
12. To support the Procurement & Project Manager in scoping, technical specification and delivery of major estates capital projects, providing important contributions to decision making and specifications in tenders and business cases.
13. Oversees and authorises appropriate action and relevant work in line with quality standards, operational and strategic priorities upon receipt of Repair Notification / Maintenance Request forms.
14. Checking all invoices issued by the facilities provider for accuracy and passing these timeously to the Vice Principal Finance & Resources for authorisation.

Note

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of them and which form part of the function of the post.

PERSON SPECIFICATION

JOB TITLE: Estates Officer

EDUCATION AND QUALIFICATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• A recognised trade qualifications or relevant work experience. CSCS Gold Card or ECS Gold Card (typically aligned to SCQF Level 6)• Evidence of continuous professional development	<ul style="list-style-type: none">• BIFM Level 6 qualification or NEBOSH Diploma• Member of the Institute of Facilities Management or equivalent
EXPERIENCE AND KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Experience and strong knowledge of building services and maintenance practices.• Significant relevant experience of the operation of health and safety procedures, including risk assessments.• A good understanding of statutory and regulatory requirements relevant to facility and estates management.• Experience managing contractors, work quality and performance.• Demonstrated ability to build and manage productive relationships with external contractors and service providers, ensuring high standards and value for money.	<ul style="list-style-type: none">• Knowledge of the FE sector, in facility management.• Experienced working in the public sector including budget control and governance constraints.
SKILLS AND ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Demonstrate strong communication and presentation skills with ability to successfully translate and communicate highly complex information to a range of audiences.• Demonstrate successful continued partnerships both internally and externally to the College• A strong proven ability to negotiate and influence effectively• A committed team player with a proven ability to work effectively with teams with a proven critical and sensitive understanding of the roles of teaching staff.• An ability to demonstrate excellent meta-skills, including digital literacy.• Ability to make independent and collaborative decisions on a daily basis	

PERSONAL QUALITIES	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Self-motivated and highly independent to achieve successful outcomes • Commitment to College values and equal opportunities. • Committed to customer service and quality improvement. • Ability to relate to people. • Able to develop positive working relationship. • Embody the College's Respect campaign by demonstrating a respect in day to day work 	
ADDITIONAL REQUIREMENTS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Commitment to College values and equal opportunities • Able to travel between College sites on a regular basis • Ability to work flexibly to meet the demands of the post 	