

Site Manager – Highlands College

Department: Children, Young People, Education and Skills

Division: Highlands College

Reports to: Business Operations Manager

JE Ref: CYP1165

Grade: CS08

JE Date: 15/08/2023

Job purpose

The Highlands College Site Manager will be working in conjunction with the Business Operational Manager to oversee the college estate and non-teaching resources to ensure an effective, efficient, and safe environment for all stakeholders, professional partners, and members of the public.

The postholder will be instrumental in conducting Occupational Health and Safety Inspections, ensuring the site is a safe location to work and learn within, meeting regulatory and legislative standards by proactively responding to near miss reporting and putting Occupational Health and Safety at the forefront of all operational decisions.

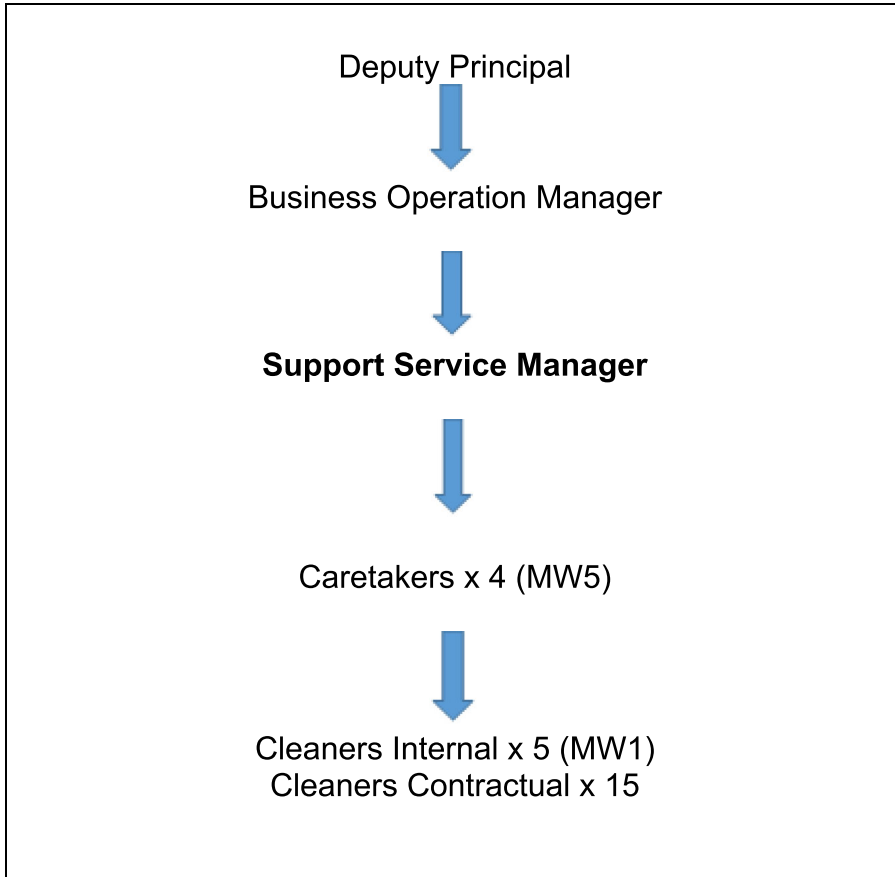
In addition, the post holder will line manage the Caretakers and Domestic Service Teams, ensuring the staff training and resources meet the demand of the college. The post holder will ensure that all services are procured aligned with the Public Finance Manual, whilst delivering services which are excellent value for money.

Job specific outcomes

Principle Accountabilities:

1. Develop and implement periodic maintenance program, commissioning repairs of buildings and equipment, liaising with Heads of Departments to ensure minimum disruption to business activities and oversee maintenance service levels agreements, ensuring that all components provided are of an expected proficient level of service.
2. Administer premises budgets and expenditure according to Government of Jersey Public Finance Manual, whilst ensuring value for money on all purchases.
3. Provide professional advice and information to the Business Operations Manager and Deputy Principal regarding Occupational Health and Safety legislation, conduct, and produce regular safety inspections reports, highlighting any concerns and deficiencies on the condition of all buildings and estate across Highlands Campus.
4. To lead the work of the Site Support Services Team, providing motivation and guidance, allocating work to ensure an effective support service is given to all stakeholders.

5. Conduct and review risk assessments and investigate accidents and dangerous occurrences relating to the Site Services Team. Provide advice to college staff on the Health and Safety Policy and its implementation on the Colleges' Departments.
6. Coordinate and organise Estate Management Team Meetings, liaising with multiple discipline contractors and Jersey Property Holdings to deliver service requests and building maintenance repairs, monitor major works conducted by Jersey Property Holdings and supervise sub-contractors, ensuring undertakings are conducted safely and completed to the highest standard.
7. Ensure that plant assets, fire systems, access egress system and Building Management system are functioning correctly and meet legislative requirements as well as viewing and operating the CCTV system, conducting investigations, and providing feedback regarding security incidents in accordance with Data Protection (Jersey) Law 2018
8. Attend the Health and Safety Committee meetings and co-ordinate action plans, ensuring good working practises and safe systems of work are maintained. Liaise with CYPES Health and Safety Manager to ensure compliance with GoJ Policies.
9. Carry out the role of Incident Control Officer and fully understand responsibilities within the Critical Incident Management Plan.
10. Carry out any task, as may reasonably be requested, by the Business Operations Manager or the Deputy Principal to achieve job purpose.



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>The post to be educated to A Level or equivalent with relevant experience in Facilities Management.</p> <p>A level 3 qualification in Occupational Health and Safety Management such as NEBOSH.</p> <p>Qualification in risk assessment and incident investigation.</p> <p>Qualification in Fire risk assessment</p>	<p>The Post holder should have a: First Aid qualification, Manual Handling, Safeguarding, Recruitment and selection,</p> <p>Sound knowledge of ICT and computer systems</p>
<p>Knowledge This relates to the level and breadth of practical knowledge required to do the job (e.g., the understanding of a defined system, practice, method, or procedure).</p>	<p>The post holder must have a high-level knowledge of Facilities Management, building and maintenance.</p> <p>A sound knowledge of OH&S legislation and building Bye Laws.</p> <p>A sound knowledge of GOJ HR Policy and Procedures.</p> <p>Management experience, leading a team and change management implementation and delivery in multi discipline environments.</p> <p>Finance processes as</p>	<p>The post holder preferably will have a Sound knowledge of Fire Safety and Risk Management.</p>

	they relate to the role	
<p>Technical / Work-based Skills This relates to the skills specific to the job, e.g., language fluency, vehicle license etc.</p>	<p>The post holder to have a D1 current driving license.</p> <p>Sound knowledge of GOJ procurement applications and Public Finance Manual.</p> <p>Analytical skills.</p>	<p>The post holder to have the ability to communicate in Multiple languages is desirable.</p> <p>Working knowledge of CCTV equipment and security access and egress systems</p>
<p>General Skills/Attributes This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</p>	<p>The post holder will have strong interpersonal skills to enable effective communication with all stakeholders.</p> <p>Excellent organisational and administrative skills along with management skills, have a thorough knowledge of caretaking and cleaning roles in a college environment.</p> <p>The ability to plan, implement and co-ordinate building projects, as required.</p> <p>The ability to manage and motivate a team of staff, including leading and planning workloads in addition to identifying training needs.</p> <p>The post holder must possess a proven prominent level of problem-solving skills, with the ability to handle rapidly changing priorities in high stress situations.</p>	<p>Confident to make own decisions if required, with no recourse from Senior Management.</p> <p>Ability to handle difficult conversations within his own team and other members of staff and students.</p>

<p>Experience This is the proven record of experience and achievement in a field, profession, or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</p>	<p>A minimum of Five years' experience in a Facilities Management professional role</p> <p>Experience in providing reports regarding H&S Inspections, incidents investigation and risk assessments.</p> <p>Experience leading, inspiring and developing teams</p> <p>Management experience within a similar environment.</p> <p>Experience of training/supervising staff</p>	<p>Experienced of working alongside senior management.</p>
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Additional job information

The following sections are included to ensure that a complete picture of the job can be gained for job evaluation purposes. The requirements of the job are summed up in the preceding sections; nothing in the following sections should sit at odds with the earlier information.