



## Estates Manager



<b>Job title:</b>	Estates Manager
<b>Responsible to:</b>	Facilities & Operations Manager
<b>Contract Type:</b>	Full Time Permanent
<b>Hours per week / FTE :</b>	37.5 hours per week

## Job Purpose

We are seeking a proactive, organised and communicative Estates Manager to lead the day-to-day operations and development of our multi-site estate. You'll play a key role in ensuring our buildings and facilities are safe, well-maintained, and support the university's teaching, learning and community goals.

This role requires a hands-on manager who thrives in a fast-paced environment, is solution-focused, and can build strong working relationships across all levels of the organisation.

Responsible for overseeing and ensuring the implementation and adherence to Health & Safety regulations across all estate management activities, ensuring a safe and compliant environment for students, staff, tenants, and visitors.

## Role Specific Duties and Responsibilities

- Manage the operational management of the university's estate, including buildings, grounds, and associated infrastructure across multiple sites.
- Ensure compliance with all relevant health and safety legislation, including responsibility for risk assessments, fire safety and statutory inspections.
- Oversee planned and reactive maintenance, building services, and minor works, ensuring high standards and minimal disruption to university operations.
- Manage external contractors and service providers, ensuring value for money, quality of service, and compliance with SLAs.
- Act as the university's lead for Health and Safety within the estate, ensuring a proactive and preventative culture.
- Work closely with internal stakeholders (academic, administrative and student teams) to ensure estate services meet the needs of the university community.
- Monitor and manage estates budgets, making recommendations for improvements and efficiencies.
- Support sustainability initiatives and contribute to the university's environmental goals.
- Produce and present regular reports and updates for senior leadership and external regulators, where required.

## General Duties and Responsibilities

- Be a role model for the UA92 Values (*We Care, We're Inclusive, We're Brave & Bold*)

- Champion the UA92 brand and foster a culture of innovation, growth, shared responsibility and individual accountability always putting provision of an excellent student experience in primary focus.
- Be a pro-active, effective and supportive team member.
- Maintain a cost-conscious and efficient approach when undertaking all aspects of the role in order to manage resources effectively, optimise performance and contribute to the future success of UA92.
- Comply with appropriate legislation and local policy in respect of confidentiality, information governance and security, Freedom of Information, Data Protection and the GDPR.
- Contribute to a safe learning and work environment ensuring awareness of individual responsibilities and compliance with Health and Safety and Safeguarding policies and procedures at all times.
- Participate in objective/target setting and review/appraisal of your own performance to inform personal development aligned to the role and progression/remuneration decisions.
- Participate in mandatory and other training and development opportunities supporting a culture of continuous professional, personal and team development.
- Promote equality of opportunity and diversity for students and staff ensuring an inclusive and supportive learning and work environment.
- Any other duties commensurate with the grade and level of responsibility for which the post holder has the necessary experience and/or training.

This job description is intended as a general guide to the duties attached to the post. It may therefore be altered from time to time, in consultation with the role holder, to reflect the changing needs of UA92.

Person Profile		
Criteria	Essential / Desirable	Method of Assessment*
<b>Qualifications</b>		
NEBOSH General Certificate (or higher equivalent qualification).	Essential	Application Form / Interview
Membership of a professional body (e.g. IWFM, IOSH, RICS).	Desirable	Application Form / Interview
<b>Experience and Knowledge</b>		
Proven experience in estates or facilities management, ideally within an educational environment.	Essential	Application Form / Interview
Demonstrated understanding of current health and safety laws, regulations, and best practices applicable to property and facilities management.	Essential	Application Form / Interview
Knowledge of sustainability and environmental management within an estates context.	Desirable	Application Form / Interview
<b>Job Related Skills and Abilities</b>		
Strong organisational skills with the ability to prioritise a busy workload and manage multiple projects across different sites.	Essential	Interview
Excellent interpersonal and communication skills – able to build strong relationships with internal stakeholders, contractors, and the wider university community.	Essential	Interview
Proactive and solution-focused approach with a commitment to continuous improvement.	Essential	Interview
Experience of process mapping and implementation.	Essential	Interview
Willingness to travel between sites.	Essential	Interview
<b>Values and Behaviours</b>		
Acts as a role model for the UA92 Values ( <i>We Care, We're Brave &amp; Bold, We're Inclusive</i> )	Essential	Interview
A clear passion for and a desire to provide an outstanding student/staff experience.	Essential	Application Form / Interview
A commitment to equality and diversity and the safeguarding and wellbeing of young people, vulnerable adults, children and staff.	Essential	Application Form / Interview
A strong and resilient team player with drive, determination and a natural desire to work collaboratively.	Essential	Application Form / Interview
A high level of integrity with a personal style that inspires trust and confidence.	Essential	Interview

Innovative, creative and resourceful, with a commitment to continuous improvement.	Essential	Interview
Enthusiastic and self-motivated with a commitment to continuous professional development.	Essential	Interview