Job Description	
Job title	**Estates Manager**
Department	Operations
Reports to (Position Title)	Domestic Bursar

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role

As Estates Manager you will assist the Domestic Bursar in the strategic management of the large and varied operational estate much of which consists of beautiful listed buildings in central Cambridge. You will also manage a range of other properties, large and small in various parts of the city in conservation areas. The role is busy and varied, and you will be equally likely to represent the College to outside contractors. Your main purpose will be to ensure that the College's Built Environment is fit for purpose.

Background information

Based at	Gonville and Caius College, Trinity Street, Cambridge, CB2 1TA
Hours of work	37.5 hours per week
Contract type	Full time & Permanent
FTE	1.0
Qualifications	• Hold a relevant professional qualification • Educated to degree level or equivalent • membership of a relevant professional body
Key skills	• Project Management • Stakeholder management • Excellent oral and written communication skills • Able to demonstrate the professional credibility required to work collaboratively across project and organisational boundaries • Strong Team working ethic • Problem solving skills • Ability to manage multiple small and larger projects
Work experience	• Substantial Project management experience • Previous experience of working in an Estates Management or development role • Previous experience of working with an Estate consisting of a significant number of listed buildings
Budget responsibilities	Develop and maintain a multi-year costed programme for Capital Expenditure projects Monitor the budgets for individual projects Forecast and monitor utility usage for the college

Main duties and Responsibilities	Time / Frequency
• To be responsible to the Domestic Bursar for the overall condition of the College's built environment	Daily

Main duties and Responsibilities	Time / Frequency
• To understand the implications of the requirements of Listed Building Consents and Conservation Areas in relation to College property, and to offer proactive advice internally on their potential impact on projects from time to time. To own the LBC approval process and monitor the log	As required
• To work in collaboration with the Domestic Bursar and Operational HoDs Team to ensure that the College's Buildings and Infrastructure are fit for purpose	As required
• To develop, plan and execute Projects from inception to completion (or part thereof) as directed	As required
• To develop and maintain a multi-year costed programme for Capital Expenditure projects	As required
• To operate as the lead person from the College, where appropriate, in the design process for and execution of Capital Projects	As required
• To be responsible for the sustainability of the estate including putting in place short-, medium- and long-term strategies for reduction in energy consumption and water usage	As required
• Development Planning – to assist in the preparation of long-term plans for development, detailed surveys of buildings/facilities, option studies into proposed works, impact statements to support Capital Projects and major refurbishments and project execution	As required
• To work with colleagues to promote and maintain the highest standards of professionalism in the operation, maintenance and development of the College's estate	As required
• To promote health and safety best practice and thereby do all that can reasonably be expected to safeguard the College's good reputation	As required
• To attend and contribute to College meetings as required	As required
• To ensure that the College community and the broader local community are consulted upon and kept properly informed of project works which might impact them	As required

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Training requirements	Atlas ID	Duration	Yes	No
Anti-Bribery	113	29	x	
Bullying & Harassment for Managers	414	44	x	
Cyber Security Awareness	6428	39	x	
Display Screen Equipment	2571	32	x	
Equality, Diversity & Inclusion	3874	60	x	
Health & Safety for Managers & Supervisors	209	32	x	
Fire Awareness	415	39	x	
GDPR UK: Essentials	3627	38	x	
Lone Worker Safety	4738	46	x	
Manual Handling	471	35	x	
Sexual Harassment Awareness for Managers	15844	29	x	
Working at Height	1078	39	x	
ANUK Code Training			x	

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Gonville & Caius

Person Specification

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Department	Operations
Reports to	Domestic Bursar

	Criteria	Essential/ Desirable	Assessment Method: **A** - Application **I** - Interview **T** - Test
Qualifications and training	• Hold a relevant professional qualification	E	A
	• Educated to degree level or equivalent	E	A
	• Membership of a relevant professional body	D	A
Knowledge, skills and proven abilities	• Project Management	E	A
	• Stakeholder management	E	A/I
	• Excellent oral and written communication skills	E	A/I
	• Able to demonstrate the professional credibility required to work collaboratively across project and organisational boundaries	E	A/I
	• Strong team working ethic	E	A/I
	• Problem solving skills	E	A/I
	• Ability to manage multiple small and larger projects simultaneously	E	A/I
Behaviours	• Leadership	E	I
	• Communicating and influencing	E	I
	• Making effective decisions	E	I
	• Delivering at pace	E	I

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