

JOB TITLE	Head of Estates
DEPARTMENT	Estates
REPORTING TO	Director of Development
RESPONSIBLE FOR	Estates and Maintenance Team
SALARY SCALE	£45,089 - £52,806
PLACE OF WORK	Sabhal Mòr Ostaig, Slèite, An t-Eilean Sgitheanach, IV44 8QR

JOB PURPOSE

The Head of Estates is responsible for the management and work of the Estates team and the development, condition, and security of the College's built estate, and environment, as well as having responsibility for Health and Safety on behalf of the College. Reporting directly to the Director of Development and operating as a key member of the Senior Management Team, the postholder will work closely with a range of managers and staff, leading an Estates team to deliver a professional, planned, and customer focused maintenance service to the college as a whole. The Head of Estates has responsibility for the planning and delivery of the College's Estates Strategy, reporting directly to the College's Estates and Finance Committee.

KEY RESPONSIBILITIES

- Manage the building, operation and maintenance of the College's estate, in line with an updated College Estate Strategy.
- Review, up-date and implement the Estate Strategy.
- Lead, develop and manage the College Estates and Maintenance teams to deliver a proactive, efficient and effective and customer focused service.
- As lead officer for Health and Safety, ensure the college environment complies with all regulatory requirements and legislation through effective systems, policies, processes, learning and promotion.
- Work as an integral member of the senior management team providing management, support, advice, representation and direction on all college estate matters.
- Management of the Estates department budget. All capital estates projects will be managed via the post holder working in association with the College's Director of Finance and the Director of Development.
- Liaise with all College stakeholders, both internally and externally, and submit twice-yearly reports to the Sabhal Mòr Ostaig Funder's Group and the Sabhal Mòr Ostaig Developments Trust.
- Comply with College contract tendering procedures, working closely with APUC college procurement.

- Oversee any legal or required statistical returns for SFC and other external organisations as required.
- Prepare and submit Estate reports to the Estates and Finance Committee (CIO) and the College's Board of Directors.
- Support the Development Director with all significant capital development projects.
- Maintain a flow of information with key external stakeholders, such as the Scottish Government, the Scottish Funding Council, and Highlands and Islands Enterprise.
- Represent the College on estate matters to the various stakeholder bodies.
- Manage the college's commercial tenancies within Fàs and in any other areas of the built estate.

Person specification

	Essential requirements	Desirable Requirements
Qualifications and professional or vocational training	A relevant professional qualification in buildings or estates management, or equivalent experience	A recognised qualification in Health and Safety Management
Knowledge	A thorough knowledge of current legislation affecting property and estates, in particular fire safety, health and safety, compliance and building regulations Knowledge of risk assessment process	
Skills	An open and collaborative style of leadership Strong people management skills, including experience of leading and developing teams Ability to communicate clearly and effectively both verbally and in writing with a range of people at all levels Ability to influence and work in a collaborative environment with multiple stakeholders Strong financial management and budget skills, including demonstrable experience	Ideally a Gaelic speaker or a willingness to learn

	of procurement and ensuring value-for-money	
Experience	<p>Experience of working in a senior leadership role</p> <p>Senior Estates management experience</p> <p>Substantial experience of managing building projects and maintenance programmes</p> <p>Experience of managing and controlling budgets together with an understanding of the delivery of maintenance and capital programmes</p> <p>Experience of planning, reporting and presenting at a senior management level</p>	

Weekly Hours

35 hours per week.

Annual Leave Entitlement

35 days including public holiday (of which some are to be taken at Christmas when the College is closed).

Salary Scale:

£45,089 - £52,806 per annum, dependent on experience.

The College has a pension scheme open to all staff.

In the interests of helping staff maintain a high-quality standard of service, identifying training needs and assisting personal development of all employees, all staff are given an annual appraisal with their supervisor or manager.

Sabhal Mòr Ostaig endeavours to support you fully in developing your Gaelic language skills and you will be offered a range of learning opportunities to this end.