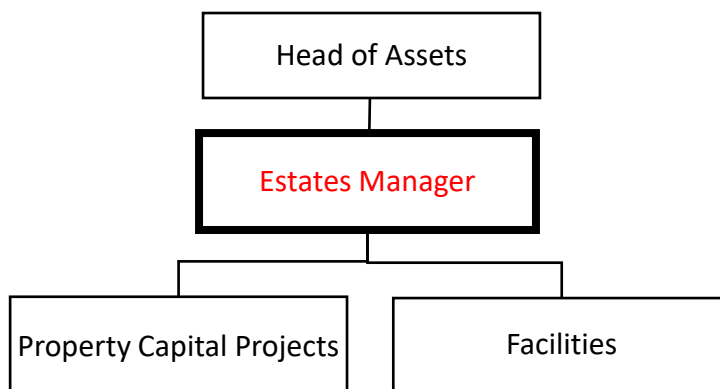


Job Title	Estates Manager		
Post Reference		Temporary/Permanent	Permanent
Grade	8	Hours	37
Reports to	Head of Assets		
Line Management responsibilities (Direct and Indirect)	Line management of the Estates Department (consisting of Property Capital Projects Section and Facilities Section)		
Directorate/ Department	Operations and Collaboration / Assets		
Location	Newsham Court (HQ), Calcot, Reading		
Politically restricted	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Main purpose of the Job			
<p>The post holder manages the Royal Berkshire Fire & Rescue Service (RBFRS) professional estate's function covering facilities, property capital projects and property management. This post is central to managing and developing the estate to ensure fit for purpose, safe, compliant and sustainable workplaces are in place for a modern and forward-thinking fire and rescue service.</p> <p>The Estates Manager is responsible for leading, managing and overseeing the delivery of capital projects as described in the Fire Authority's Strategic Asset Investment Framework (SAIF) and ensuring the management, maintenance, compliance, security and development of the wider estate with sustainability in mind.</p> <p>The post holder will be required to identify, develop and create appropriate policies and procedures relating to the development and management of the RBFRS estate.</p> <p>The post holder will report to, and when required to do so, deputise for the Head of Assets.</p> <p>The post holder will be required to work collaboratively across RBFRS and, where applicable, with partners, external agencies and organisations with regards to estates, facilities management, security and sustainability.</p>			

Organisational Structure



Key responsibilities and deliverables:

People.

Leading and managing the Estates Department, comprising the capital projects, property management and technical facilities management functions; this is to include first- and second-line management of staff, their development, identification of training needs, their supervision, direction, setting of goals, co-ordination and the allocation of work.

Support and provide direction, guidance and professionally focussed mentoring to other colleagues within the Estates Department.

Finance and contracts.

Responsible within delegation for an annual revenue budget of over £3M and an annual capital spend of up to £5M, set against an agreed £12M strategic capital provision over three years and further investment up to £20M over five years.

Contribute to the setting of budgets and ensure effective spend across all estates and facilities contracts are in line with organisational priorities. Appropriate reporting on actual expenditure, committed expenditure and forecasted expenditure of the budgets is required.

Responsible for all RBFPS service and utilities contracts, and estates related income (through feed-in-tariff, leases, licences and the like). Ensure an effective system is in place for checking and paying authorised sums for outgoings and that all income is received at the agreed rate and by the dates due.

Managing, as the appointed contract manager, all estates and facilities related contracts and other delegated contracts as required.

Technical and compliance.

Assuring that the RBFRS estate is regulatory compliant and that it supports statutory operational duties of frontline crews from its premises.

Implementation of an effective and efficient asset management system for property assets – i.e., completion of an asset capture exercise and introduction of a CAFM system.

Directing and overseeing all major projects and minor new works projects carried out through the Estates function and, working with the Procurement Section, ensure best public value is achieved from all tendering activities.

Direct and oversee specific work streams of major capital works projects carried out by RBFRS in conjunction with Head of Assets and external multi-disciplinary professional service providers.

Ensure adequate planning, management and execution of a comprehensive planned maintenance programme, ensuring that it is delivered to schedule and within budget constraints.

Support the preparation of management reports relating to the projects and facilities functions to the RBFRS / Fire Authority management boards.

Develop, write and maintain all policy, procedures and service level agreements for the RBFRS capital property and facilities functions.

Represent RBFRS at external estates and facilities forums to support improved efficiency and or effectiveness via collaborative working.

Be responsible for and ensure that the health and safety records for each RBFRS property are accurate.

Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant material changes of a permanent nature should be incorporated into the job description in specific terms.

Health, safety, risk and security

Lead on physical security at all RBFRS sites, including production of policy, procedures and improvement projects to aspects like access control and CCTV.

Ensure health, safety and environmental risk management matters are appropriately reflected in the contractual terms and conditions applying to the purchase of goods, works and services related to the management and development of the RBFRS estate.

Ensure that environmental legislation and RBFRS policy is adhered to through the management of the RBFRS estate and related contracts having environmental risk management ramifications including waste contract(s).

Sustainability

Lead on the delivery of estates related initiatives as laid out in the RBFRS Sustainability Strategy and Action Plan. Support the Head of Assets with oversight of the wider RBFRS sustainability strategy.

General responsibilities (all employees)

Take reasonable care for your own health and safety and work and that of other persons who may be affected by your work activities.

Co-operate with RBFRS' requirement to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.

Work in a safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.

Familiarise yourself with the contents of the RBFRS Written Safety Policy.

Promote and deliver fair and quality services that are sensitive and responsive to customers and to ensure the implementation of customer care by all staff supervised.

Use of equipment and other appliances

Take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the post holder's duties.

Equalities

Uphold the RBFRS Fairness at Work and Equal Opportunities policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service.

Promote and deliver fair and quality services that are sensitive and responsive to all service users.

Code of conduct

Adhere to the standards of the Code of Conduct established by the Service.

Personal development

Keep up to date with current practice, undertake training and Continuous Professional Development as appropriate.

Information technology

Comply with security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and ensure adherence to the principles of the Data Protection Act.

Undertake any training and operation of new technologies and associated systems as required.

Person Specification

Qualifications and training	On recruitment	After Training
Formal degree qualification (Level 6 or above) in a property, construction, facilities related profession or , attained a NVQ Level 5 qualification (or equivalent) with recent relevant experience in a property, construction, facilities related profession.	X	
Incorporated or Chartered member of a recognised estates, construction or facilities related body.	X	
Possession of a valid driver's licence and be able to drive between RBFRS sites.	X	

Knowledge, skills and experience	On recruitment	After Training
Effective Management of significant budgets demonstrating actions to deliver improved value	X	
Experience of delivering property related projects/programmes successfully	X	
Management of contracts and the contract terms and conditions in the delivery of works, service and supply contracts.	X	
Deep and broad technical knowledge of management and delivery of facilities hard services.		
The use of electronic estates management software and financial management software.	X	
Knowledge and understanding of navigating procurement processes to deliver excellent value, including the drafting of technical specifications and using frameworks and other strategies where appropriate.	X	
Ability to manage effective working relationships with external contractors and internal departments to ensure excellent value and customer service	X	
Demonstrable project management and contract management skills.	X	
Technical knowledge of the processes and procedures for the estates management life cycle, including how the Construction	X	

(Design and Management) Regulations are applied to estate management.		
Experience of introducing innovative practices to improve outcomes across property processes and practises	X	
Experience of developing high-performing teams and individuals.	X	
Comprehension and application of all RBFRS policies, procedures, and the Behavioural Competency Framework		X

<p>Other Requirements</p> <p>Ability to travel to other locations within the county of Berkshire</p> <p>Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.</p>

<p>RBFRS Behaviours</p> <p>RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below</p> <ul style="list-style-type: none"> • Leading Yourself <input type="checkbox"/> • Leading Others <input type="checkbox"/> • Leading the Function <input checked="" type="checkbox"/> • Leading the Service <input type="checkbox"/> 	
Personal Impact	<p>Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies.</p> <p>Take responsibility for your own performance (including personal fitness) and participate positively in development activities.</p>
Working Together	<p>Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.</p>
Delivering Quality and Service	<p>Treat members of the public with respect.</p> <p>Respond to the different needs of individuals and groups within the organisation and in the community.</p>
Organisational Effectiveness	<p>Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour.</p> <p>Demonstrate commitment to helping the service achieve its corporate commitments and vision.</p>
Health, Safety and Wellbeing	<p>Practice and promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.</p>

ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Profile prepared by:	Paul Brooks, Head of Assets		
Approved by:	DCFO Mark Arkwell		
Profile Effective from:	01/11/2024	Last reviewed:	
Post holder name:		Signature:	
		Date:	