

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Job Title: Estates Data & Systems Officer

School/Department: Estates & Facilities

Remuneration Level: Grade 5

Contract Status: Full time, permanent

Reporting to: Director of Estates & Facilities

Purpose of the Role

To manage the Estates Data & Systems for the University Estates, being a central point of contact for the University, external clients and contractors. The role includes taking responsibility for the Estates helpdesk function and Estates Reception and assisting with minor schemes, reactive, planned and preventative maintenance, space utilisation, and management information to support a wide variety of internal and external reporting requirements.

The role will also be responsible for the overall and day to day supervision of the Assistant Data & Systems Officer, as well as support the Estates & Facilities team, from an administrative and finance perspective.

Main Responsibilities

The main duties of the post are as follows:

1. To take responsibility for the Estates helpdesk and be a central point of contact for the University – for internal and external stakeholders.
2. To take responsibility for Estates Reception ensuring that all processes and policies are developed, implemented and continuously reviewed to ensure high quality service delivery.
3. To implement and assist the Technical Contracts Officer as required in the establishment of the preventative maintenance programme ensuring compliance is maintained at all times.
4. To liaise with specialist consultants, contractors and suppliers employed by the University on estates matters.
5. To ensure that contractor and supplier data is maintained for all current contracts, including insurance document, permits to work, contractor induction etc.
6. To ensure that space management data is maintained and able to be utilised for a variety of purposes i.e. timetabling, space utilisation, management information and reporting internally and to external statutory bodies.

7. To ensure that University building plans are updated and maintained, and made available for a variety of purposes and end users.
8. To lead on the procurement, implementation and development of estates software to include; the daily operation of the system, system upgrades, user guides and continuous development of the software and data held on it.
9. To maintain asset data linked to service contracts electronically – either on specific estates software or other electronic system.
10. To maintain the asbestos register electronically, and ensure that this can be linked to / aligned with estates software and provided to contractors in an efficient manner.
11. To ensure that a programme of works (derived from maintenance activities, local knowledge, survey data etc) is recorded electronically and categorised and work with the Capital Investment & Projects Manager to ensure that any works are actioned and aligned to capital projects where necessary.
12. To work across the Estates & Facilities to ensure that management information is recorded in order to produce reports for internal and external use, and that the data can be provided for key performance indicators for the scope of services undertaken within the team.
13. To assist with the preparation of policy & procedures specific to the service delivery functions of the Estates & Facilities team.
14. To maintain the systems for budget monitoring across the team in order to ensure that budgets are managed, and take responsibility for administrative processes in relation to budget management i.e. raising of purchase orders, checking invoices against works completed.
15. To line manage the Assistant Estates Data & Systems Officer and ensure the role maintains effectiveness to support the Estates & Facilities Team.
16. Attendance at a range of internal and external meetings or committees as required.
17. Develop and maintain a 'student-centred' approach to the provision of all aspects of estate management.
18. Ensure health and safety compliance across the estate and work towards improving health and safety for all campus users.
19. Undertake any other reasonable duties commensurate with the grade of the post as may be directed by the line manager, Director of Estates & Facilities or Chief Operating Officer.

General University Responsibilities

- Attend appropriate training and staff development sessions, and participate in an annual performance review process.
- Comply with the University's Health and Safety Welfare Policy, legislation and practice.
- Maintain professional standards in relationships, including non-discriminatory practices.

- Undertake any other duties as may reasonably be required, including assisting and supporting colleagues in their work, providing absence cover, and undertaking administrative duties appropriate to the role and departmental requirements.
- The post-holder must operate within the guidelines, procedures and regulations of the University.
- The post-holder must operate within the University Financial Regulations, Diversity and Equality Policy and other relevant University policies.

PERSON SPECIFICATION

Estates Data & Systems Officer

	Essential	Desirable
Education/ Qualifications and Special Training	<p>Suitable higher national certificate / diploma or significant and relevant experience in a similar role.</p> <p>Leadership & Management (L3 or above) or significant demonstrable experience.</p>	<p>Membership of an appropriate professional body.</p>
Knowledge and Skills	<p>An aptitude to think critically, analyse and develop innovative solutions to complex problems.</p> <p>Ability to operate and manage at an operational level in addition to understanding strategic impact.</p> <p>Excellent leadership and people management skills and capacity to delegate effectively.</p> <p>Outstanding communication skills, both written and verbal.</p> <p>Strong interpersonal skills, including the ability to influence, persuade, negotiate and network.</p> <p>Work collaboratively at all levels within the University and externally.</p> <p>Strong financial/budgetary management and financial forecasting/reporting experience.</p> <p>High standards of personal and professional integrity.</p>	<p>An understanding of all legislative and statutory requirements relevant to the role.</p>
Experience	<p>Significant management experience within an estates and property function delivering the full breadth of estates services.</p> <p>Experience in developing a quality approach to service delivery</p>	<p>Experience in the Education Sector.</p>

	Essential	Desirable
	Experience in reporting and conveying information to people at all levels within the organisation.	