

BISHOP GROSSETESTE UNIVERSITY COLLEGE

JOB DESCRIPTION

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| Job Title: | Technical Contracts Manager |
| School/Department | Estates & Facilities |
| Grade: | 7 |
| Contract Status: | Full time permanent |
| Responsible To: | Chief Estates and Facilities Officer |

Job Summary

The Technical Contracts Officer is responsible for all aspects of reactive, planned and preventative maintenance across the University estate. The post holder will ensure that all associated records and management information is retained and maintained for the University Estates to ensure compliance with all statutory legislation and best practice guidance.

This is a key role providing technical advice to the Estates team and leading on the procurement of contractors, supply chain service providers, supplies providers, and the management of contractors delivering a range of services across the University Estate.

Detailed Responsibilities and Duties

1. To be responsible and lead on the procurement and the efficient management functions that are appropriate to the role. In particular, take responsibility and accountability for works and services related to the operation (reactive, planned and preventative maintenance, energy management and contracts) and the technical operation of the University Estate on a 24/7 365 day basis.
2. To prepare specifications to enable contracts to be in tendered / quotations received specific to the role. To act as an adviser to colleagues within the Estates & Facilities team requiring support on the preparation of documents for tendering / quotation purposes.
3. To develop, implement, continuously review and maintain policies and procedures that are required within the scope of the role to ensure effective and efficient use of the University Estates and its associated assets.
4. To develop, implement, continuously review and maintain an asset register, specific to the scope of the role.
5. To develop, implement, continuously review and maintain a Preventative Maintenance programme, to ensure that the University Estate remains compliant with legislation.
6. To keep up to date with current legislation specific to the scope of the role and provide reports (written and /or verbal) to the line manager and / or Chief Estates and Facilities Officer to ensure that service delivery is adapted to keep in line with legislation.

7. To be responsible for the budget specific to the scope of the role, and provide updates regarding commitment, spend and projected spend; both within year and future years.
8. To develop, implement, continuously review and maintain a contractor management evaluation process in order to ensure that contractors are managed in accordance with legislation, policy and University guidance.
9. To develop, implement, continuously review and maintain key performance indicators for the service delivery areas within the scope of the role. Reporting on an agreed basis with the line manager responsible for the role.
10. To assume the role of 'Responsible Person' for systems/contracts relevant to the role.
11. To act as the departmental representative and contact for minor works, maintenance and capital projects as and when required. Where appropriate, participate in project meetings as the technical lead.
12. Liaise with academic and professional services staff to design, plan and implement small works projects across campus.
13. To be responsible for the in-house electrician and ensure that the role is managed in a professional manner and as per University policy, aligned with industry legislation and best practice.
14. Inspect works undertaken by the in-house electrician and contractors and ensure that issues are addressed in a professional and timely manner.
15. Manage and maintain the operation of the BMS / mechanical & electrical infrastructure and other systems to ensure their efficient operation and aligning with University need.
16. Manage and monitor energy consumption and work with external companies to ensure that the University Estate is undertaking its duty in respect of legislation and industry best practice.

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

Technical Contracts Manager

| | Essential | Desirable |
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| Education/ Qualifications and Special Training | <p>Appropriate higher national certificate or diploma or significant and relevant experience in a similar role.</p> <p>Membership of appropriate professional body (CIBSE, CIOB) and evidence of CPD.</p> | <p>An appropriate Health & safety qualification.</p> |
| Knowledge and Skills | <p>Effective interpersonal and presentation skills including the ability to convey complex and sensitive information of a technical nature to a wide range of stakeholders and audiences.</p> <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 recognising the strategic value of the role.</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>An excellent understanding of energy and environmental management matters.</p> <p>A thorough knowledge and understanding of all legislative and statutory requirements relevant to the role including, but not exclusively; CDMC(2015), Health</p> | |

| | Essential | Desirable |
|-----------------------------|---|--------------------------------|
| Knowledge and Skills | <p>and Safety, Fire Safety, statutory regulations</p> <p>High standards of personal and professional integrity.</p> | |
| Experience | <p>Significant management experience within an estates and property function delivering all aspect of the role detailed in the job description.</p> <p>A track record of managing maintenance programmes (reactive, planned and preventative) ensuring effective use of supply chain and service providers.</p> <p>A broad range of demonstrable technical experience in mechanical and electrical engineering.</p> <p>Experience in reporting and conveying information to people at all levels within the organisation.</p> | Experience in Higher Education |