



JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Post title: Estates and Health and Safety Manager

Salary: NJC 32

Reports to: Director of Finance and Corporate Services

Responsible for: Estate and Buildings Assistants

Organisational Expectations:

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment

Our aim is to provide a high-quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

Outline of Post:

You will be responsible for the Facilities and Health and Safety (H&S) management of Inspire North and Associated Companies.

You will be involved in both the strategic planning and day-to-day operations of our buildings; responsible for the management and coordination of contractors; procurement and contract management; ensuring compliance with health & safety regulations and legislation; security; utilities and communications infrastructure and assisting in the preparation and management of annual maintenance budgets.

Responsible for ensuring our estate and services always meet with the highest standards of HSE. Ensuring implementation of best practice, value for money and principles of continuous improvement.

MAIN TASKS:	
1.	Provide leadership and management to direct reports ensuring the quality provision of Facilities.
2.	Working closely with Operations, support the procurement of office premises

	and office moves. Prepare detailed specification of works and lead on the organisation of any renovation, refurbishment, alterations and dilapidation works.
3.	Lead on dealing with the legal aspects of leases, licenses and associated legal documents in relation to office premises and residential hostels/care homes. Support services as required with issues regarding residential leases. Liaise with legal representatives as required.
4.	Support all services and teams with, and respond to, general queries on repairs, maintenance and replacements of office equipment, fixtures and fittings. Undertake site visits as required and arrange and manage major repairs and refits. Carry out annual stock condition surveys and implement action plan.
5.	Ensure a register of approved contractors is maintained and accessible to service managers.
6.	Lead on maintaining the ISO Environmental accreditation including co-ordinating collation of evidence and increasing employee awareness of requirements across the group.
7.	Coordinate and monitor the procurement of service, maintenance and utility contracts across the group obtaining best value for money.
8.	Collate and monitor Service & Maintenance information and compliance from offices and residential hostels/care homes including Decent Homes Surveys.
9.	Support SLT in the purchase of housing stock, working with colleagues in operations to identify potential stock for acquisition and leading on procurement including negotiations and arranging surveys etc.
10.	Manage Business Rates applications and provide information for the Valuation Office updates and renewals.
11.	Be the organisational lead for Health and Safety providing support and guidance to all services across the group; chairing group Health and Safety meetings.
12.	Ensure that all health & safety policies, plans, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated to ensure a safe and healthy working environment.
13.	Coordinate the organisation's compliance and implementation of Health and Safety policy; collating and monitoring Health, Safety and Welfare records and undertaking audits, across the group producing regular reports to Board.
14.	Ensure that regular building inspections and routine checks are made to ensure that all systems are statutory compliant, operational and free from hazards.

15.	Establish and maintain a group wide programme of documented health & safety inspections, audits and checks providing statutory and information reports as required.
16.	Lead on development of best practice in Health & Safety practice and developing appropriate group policies.
17.	Develop and deliver Health, Safety and Facilities related training including but not limited to decent homes and fire procedures.
18.	Produce accurate reports and updates, as required, by the Finance Director and SLT.
19.	Ensure estates inventory and asset registers are maintained.
20.	Ensure that supplier invoices are accurate and are approved appropriately in-line with the Inspire North's financial procedures.
21.	Deliver building maintenance within the allocated budget and provide accurate forecasts for future maintenance spend.
22.	Work with finance and operations colleagues to provide professional support around the purchase and fit out of residential properties
23.	Participate in regular supervision, team meetings and other meetings as required.
24.	Always represent Inspire North in a knowledgeable and professional manner
25.	Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
26.	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
27.	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at any location from which Inspire North and its Associated Companies operate.
	Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.

PERSON SPECIFICATION

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential [insert ✓ where appropriate]	Desirable [insert ✓ where appropriate]	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to diversity and inclusion	✓		A, I
Demonstrate a commitment and enthusiasm for working with our client group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Knowledge and Skills		Desirable	Identified by:
National General Certificate in Occupational Health and Safety (NEBOSH) or equivalent.	✓		A
Excellent technical literacy of Microsoft Applications e.g. Word, Excel, Power Point, Outlook	✓		A
Good verbal and written communication skills, including accuracy and attention to detail.	✓		A, I
Advanced numeracy and budget management skills with experience in the preparation and control of budgets in a wide range of building works, contracts and services.	✓		A, I
Ability to work within a quality assurance framework, ensuring objectives and targets are met on time	✓		A, I

Proven knowledge and application in the Health and Safety at Work Act, including undertaking risk assessments and audits.	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Membership of the British Institute of Facilities Management (BIFM) or equivalent.		✓	A
Surveying Qualification or related experience		✓	A
Language skills e.g. Urdu, BSL, etc.		✓	A
Experience	Essential	Desirable	
Leadership, supervision and performance management experience	✓		A, I
Proven track record of partnership working with colleagues, contractors and suppliers.	✓		A, I
Experience and proven ability of managing projects and building related schemes with the ability to understand customer needs and to be able to translate these into compliant and cost-effective projects	✓		A, I
Experience and proven ability of setting up services/functions in new locations and dealing with ongoing issues such as maintenance, utilities and the management of risks.	✓		A, I