

As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Maintenance & Project Manager?**

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|------------------------|--|
| Job Title | Maintenance & Project Manager |
| Ref No. | ME2425183 |
| Department | Estates |
| Reporting to | Head of Estates |
| Responsible for | Senior Buildings Engineer |
| Location | Northampton, Booth Lane Campus |
| Salary | In the range of £50,587 - £58,203 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application. |
| Hours | 37 hours per week, 52 Weeks per year |
| Contract Type | Permanent |

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 46 days annual leave, comprising 35 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To provide leadership to the building services/maintenance team, to ensure statutory compliance of the estate, and to lead a programme of continuous improvement to the building fabric to maximise the student and staff experience at Northampton College.

Working as part of the College management team, to ensure the highest levels of professional practice and conduct, whilst maximising service delivery. To be responsible for building projects, the planned preventative maintenance programme and to provide support for the Head of Estates.

To work collaboratively with cross-college managers to make effective contributions to the work of the College and the effective implementation of corporate, strategic, and operational priorities.

Main Duties and Responsibilities

1. To lead and manage the building services/maintenance team with integrity, and in accordance with relevant College policies, to ensure that staff are motivated and produce good results through motivational performance management. To support induction training and probation processes and procedures. To ensure that performance management of all staff in the area is regularly monitored and reviewed, and staff are appropriately supported to achieve high levels of performance against agreed College indicators and targets.
2. To take the lead on specifying, pricing, managing and delivering building capital projects, minor works and works identified through the accommodation strategy group, working alongside the Head of Estates and other college senior managers.
3. To assist in the preparation of tender and contract documents in line with current financial and procurement regulations. To develop and write project plans, specifications and produce floor plans as required.
4. To take responsibility for the management of all ongoing project works on sites, ensuring all project timelines and budgets are observed, and that work is completed to the required standard. To ensure that contractors comply with all health and safety requirements, in line with our code of practice.
5. To lead on statutory compliance of the estate in terms of the management of legionella, asbestos, contractor control, fire management and all other statutory obligations.
6. To assist the Head of Estates to write, develop and maintain the College property strategy.
7. To assist the Head of Estates with developing a green strategy for the estate.
8. To assist the Head of Estates to implement an effective Disaster Recovery Plan and procedures.
9. To identify and advise on cost saving opportunities, addressing premises related efficiencies.
10. To prepare standard or ad-hoc reports using system facilities or Microsoft tools
11. To carry out examination invigilation duties as required.

Person Specification

| | Essential | Desirable |
|-------------------|--|---|
| Education | <ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level Level 2/3 building trade qualification National General Certificate in Occupational Health & Safety (NEBOSH) General Certificate | <ul style="list-style-type: none"> Project management Certificate |
| Knowledge | <ul style="list-style-type: none"> Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection | |
| Skills | <ul style="list-style-type: none"> Ability to develop project designs, interpreting drawings and obtaining budget cost estimates Proven ability to identify, assess and manage contractors to deliver on time and budget Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times | <ul style="list-style-type: none"> Use of AutoCAD Use of Building Management System (BMS) systems |
| Experience | <ul style="list-style-type: none"> Significant experience of managing building and estate maintenance within the public sector Experience of leading, managing, motivating and building a successful team Experience of managing multiple projects/tasks abiding by strict deadlines, whilst maintaining high levels of quality and a strong customer focus Proven budget management experience Experience of sustainable building projects and reducing carbon footprint Significant experience of adhering to health and Safety legislation within the built environment | <ul style="list-style-type: none"> Experience of working within an educational environment |
| Attributes | <ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach | |

| | Essential | Desirable |
|--|--|-----------|
| | <ul style="list-style-type: none"> • Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions • Adaptability and reliability. Adapts easily to changing situations and is dependable in fulfilling commitments • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students | |

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

