



Selwyn College Cambridge

Head of Buildings and Maintenance

Role

The Head of Buildings and Maintenance leads the buildings and Maintenance team with the day to day responsibility for the upkeep of the College's built estate to ensure that it is in the best condition possible and as sustainable over the long-term, within the available resources of the College, for Fellows, students, guests, staff and visitors.

Job description

The Head of Buildings and Maintenance will report to the Operations Manager and lead a team to fulfil the College's objectives as they relate to the built environment in which it operates. This means both the delivery of service excellence and value for money on a day-to-day basis, and also developing and delivering the longer-term buildings and maintenance strategy. The post holder is a member of the Operations Committee and works with it to ensure that the built environment is maintained and enhanced to the highest standards within the resources available, and its unique historical excellence is preserved.

Key duties and responsibilities

Day-to-day Maintenance

- Lead the planning and delivery of reactive, preventative and planned maintenance across the College's built portfolio, using service, value for money, customer feedback and other metrics to enhance the quality of delivery over time.
- Lead the buildings and maintenance department and line manage your team, creating a great environment for your team to work. Recruit talented and enthusiastic people, encouraging diversity, driving performance through setting strong objectives, arranging staff training, monitoring and supporting development and conducting appraisals.
- Balance required buildings and maintenance work between in house maintenance staff and external contractors to maximise efficiency, whilst controlling costs.
- Ensure the team work in a safe, secure and compliant environment, whilst fulfilling health and safety obligations including safety of any visitors or contractors (see details in Health and Safety section).
- Maintain heritage buildings to a high standard, being mindful of the impact of works from a historic and conservation perspective. Liaise with local heritage officers as required.

- Ensure strong, effective working relationships are maintained with all College departments, keeping them informed of all matters which may affect them, including agreement of timetables for the delivery of works and circulation of details in a timely fashion where works may interrupt normal operations.
- Delegate day to day running of the buildings and Maintenance department through your deputy, team leaders and officer manager; whilst monitoring volume of in-house call-outs through our Maintenance Request System (MRS)
- Ensure that internal and external resourcing is aligned to responding to issues as they arise, including out of office hours, given that emergencies can occur at any time.

Buildings and Maintenance Strategy and Plan

- In conjunction with the Bursar and the Operations Manager, develop, lead and deliver a rolling 10-year strategy for the College's built environment, with an understanding that the College's time horizons much longer than that.
- Ensure that the 10-year strategy includes substantial steps forward in the sustainability of our buildings, reduction in their environmental footprint and associated reduction in energy consumption, and increases in accessibility.
- Specifically, in conjunction with the Bursar and the Operations Manager, develop and implement a rolling 5-year plan of new build (if appropriate), building enhancement and planned maintenance, aligned with the 10-year strategy.
- Project manage and direct larger building projects as required; delivering the key requirements of the client brief, regular design meetings and reporting progress against project milestones, to ensure delivery on time, on budget and to required quality standards.
- Undertake any other duties required by the Operations Manager within the scope of the post.

Finance and planning

- Complete the buildings and maintenance annual operating budgets with the support of the Operations Manager and Finance Manager, keeping track of performance; controlling costs and approved spends throughout the year.
- From the 10 year building and maintenance strategy, review the rolling 5-year plan on at least an annual basis.
- Put in place a set of KPI metrics to assess the quality of maintenance delivery and to enhance service and value for money quality over time.
- Prepare buildings and maintenance reports, updates and any required papers to be presented in termly Operations Committee meetings.

Health & safety

- Oversee the College's registers such as asbestos, legionella, COSHH and other compliance registers to ensure the safety of our members.
- Oversee and upgrade as necessary the Building Management Systems (BMS)
- Ensure staff follow correct DSE and manual handling practices.
- Ensure all plant equipment is regularly inspected, maintained and appropriate records are in place.
- Keep records and maintain operating maintenance (OM) manuals.
- Ensure College vehicles are regularly maintained and a replacement strategy in place.

Knowledge, skills and experience

- Proven ability to lead, manage and motivate a team to deliver high quality maintenance solutions with a focus on continuous improvement.
- Experience of maintenance of the built environment.
- A clear client focus and excellent relationship management skills, including adaptability to and sympathy for the objectives and nature of the College.
- A passion for buildings, architecture and sustainability.
- Robust knowledge of building conservation, from asset management to contract management, procurement to maintenance and repair.
- Experience of writing project specifications and delivering projects in a multi-disciplinary environment.
- A thorough knowledge of building compliance and associated legislation.
- A knowledge of building interior design with regards to ergonomics, durability and maintainability.
- Maintain professional knowledge and personal development, undertaking additional training as appropriate.

These duties may change from time to time in consultation with the post holder, to reflect the needs of the College.

How you fit into the current structure

BUILDINGS AND
MAINTENANCE
STRUCTURE

