



Selwyn College Cambridge

Head of Buildings & Maintenance

Job Description

Job title:	Head of Buildings & Maintenance
Department:	Maintenance
Reports to:	Bursar, with secondary reporting line to the Operations Manager
Working pattern:	Full-time, 37.5 hours per week
Contract:	Permanent, subject to probationary period

Purpose of the role

The Head of Buildings and Maintenance leads the Maintenance Department, overseeing the day-to-day upkeep and development of the College's built estate. The role ensures that the estate and buildings are maintained to the highest possible standard and managed sustainably for the benefit of the college community, visitors and guests.

Key duties and responsibilities

The Head of Buildings and Maintenance reports primarily to the Bursar, with a secondary reporting line to the Operations Manager, and provides leadership to a team of approximately 11 full-time staff. The role is central to delivering the College's objectives for its built environment, combining excellence in day-to-day service delivery and value for money with the development and implementation of a forward-looking buildings and maintenance strategy.

As a member of the Operations Committee, the post holder works collaboratively to ensure that the College's estate is not only maintained to the highest possible standards, but also thoughtfully enhanced, safeguarding its distinctive historic character while making best use of the resources available.

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 team, providing effective line management and fostering a positive, inclusive working environment. Recruit and develop a diverse and high-performing departmental staff through clear objectives, appropriate training, ongoing support and regular appraisals.
- Balance required buildings and maintenance work between in-house maintenance staff and external contractors to maximise efficiency, whilst controlling costs.
- Ensure the team operates in a safe, secure and compliant environment, meeting all health & safety and compliance obligations, including the safety of visitors and contractors.
- 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.
- Maintain effective communication and positive, collaborative working relationships 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 as required the efficient day-to-day running of the Maintenance department through the Maintenance Office Manager (or equivalent) and team members, whilst monitoring the volume of in-house call-outs through the 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 & 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 are much longer than that.
- Maintain awareness of the condition of the College estate and complete survey work on a rolling basis to inform the 10-year strategy.
- 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 Bursar or 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 Bursar, Operations Manager and Finance Manager, keeping track of performance; controlling costs and approved spends throughout the year.
- Review the rolling 5-year plan on at least a termly 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.

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

Knowledge, skills and experience

We are looking for someone with:

- 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.

Where you fit in the structure:

