

## Further Particulars

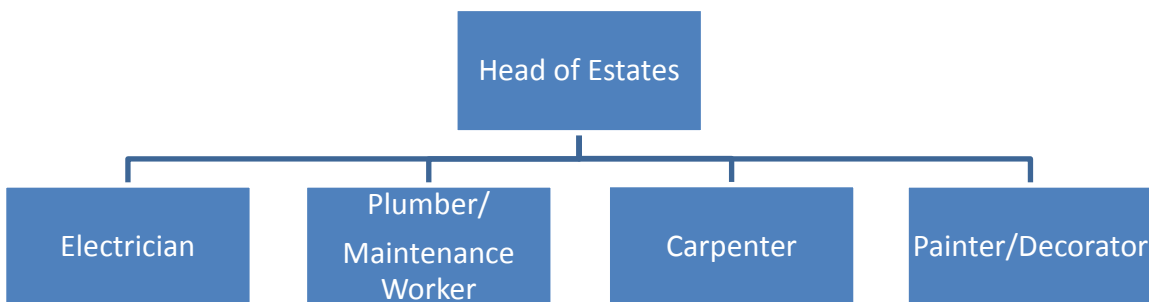
### Head of Estates

Lady Margaret Hall, a college of the University of Oxford, was founded in 1879 with a dual passion for learning and for equality, making it possible for the first time for women to study at Oxford. Today, the College continues to draw inspiration from this great foundation vision. It is now a co-educational academic community of 400 undergraduate and 180 postgraduate students, committed to research and scholarship and to effective, highly personalised teaching and learning for students from all backgrounds.

LMH combines a consistently high academic standard with a long tradition of being a welcoming, stimulating and inclusive environment. For a full perspective, visit the College website: [www.lmh.ox.ac.uk/](http://www.lmh.ox.ac.uk/)

### The Estates Team

The team, led by the Head of Estates, is responsible for all reactive and planned maintenance of College buildings, the implementation of all planned, small and major works. The team undertakes daily routine tasks and those generated from the computerised faults system. The Estates Team interacts with a wide range of people, including academic staff, students, guest and other support staff.



### Main Purpose of Job:

Proactively and systematically to manage the maintenance and repair of the built estate, building services and other infrastructure.

To plan projects to meet the College's aspirations within budget.

To supervise the direct employed Estates team and co-ordinate contractors.

### Relationships:

- a. **Responsible to:** Domestic Bursar
- b. **Responsible for:** Estates Team
- c. **Liaison with:** Line managers and supervisors in general  
Housekeeping, Lodge, Conference, Bursary, Gardens and Accounts teams in particular  
Other staff and Fellows Consultants (Carter Jonas on retainer, architects, quantity surveyors, project managers, etc)  
Contractors, suppliers  
Local authority officers

## **Main Tasks:**

- Production of a forward Estates Plan to meet the following College objectives:
  1. Protect the buildings
  2. Meet regulatory requirements
  3. Maintain suitable building services
  4. Provide a living and working environment fit for purpose
  5. Create inspiring spaces
- Budget and plan for forthcoming small and larger works projects of between £5,000 and £250,000.
- Put in place suitable programs to maintain the College's buildings and services.
- Source through bids, quotes, tenders etc., contractors, designers and other third parties as required to fulfil all of these projects and programs.
- Maintain suitable arrangements to deliver out of hours reactive services to an agreed service level.
- Recruit, train and develop, direct and manage the College's Estates Team.
- Supervise and support the Estates Team as they plan and execute repairs and maintenance.
- Co-ordinate, by agreeing with other departments and using the College's software, the time windows for various projects and maintenance work
- Advise on efficiency measures, including the management of utilities, conservation and waste disposal.
- Draft an annual budget proposal and regularly manage financial performance from Management Accounts throughout the year.
- Keep up to date the records and drawings of the buildings and grounds.
- Fulfil the role of Health and Safety Officer for the College with specific responsibilities for supporting other staff members in line with our policies and investigating accidents and near misses.
- Fulfil the role of nominated person in respect of College policies for legionella, asbestos and fire regulations.
- Always consider protecting the LMH environment and continually find more sustainable ways of working.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the College's organisation and the overall objectives of Lady Margaret Hall.

## **Person Specification**

### **General:**

The post-holder will be a motivated self-starter who is capable of turning their hand to a wide variety of duties as the situation demands, prioritising an ever-changing workload.

Keen attention to detail and a flexible approach with excellent interaction and communication skills are essential. Confidence and the ability to deal appropriately with a very varied range of people will also be key.

Overall, the Domestic Bursar is seeking an experienced, flexible and unflappable individual: someone who enjoys a varied role, who is not phased by pressure, and can deal with competing demands with good humour.

## **Skills, aptitude and knowledge:**

### **Essential:**

- A strong understanding of building management processes and technical understanding of the built environment
- Practical knowledge of health and safety systems
- Highly-organised, ability to prioritise
- Good decision-making skills
- Good communication skills and the ability to liaise at all levels
- Friendly, approachable, co-operative, motivational, customer-focused, team player
- Proficient with modern software packages (Office, Microsoft Outlook Exchange, BMS etc.)
- Good grasp of numbers, budgets and management accounting
- Flexible approach to work
- Reliability
- Attention to detail
- Positive and proactive approach to problems

### **Previous experience:**

#### **Essential:**

- Experience of working at supervisory level in a Facilities and Estates environment
- Experience of managing contractors and the supply chain
- Experience of project management
- Experience of budget management

#### **Desirable:**

- Experience of working in a Higher Education environment

#### **Qualifications:**

##### **Desirable:**

- Educated to degree level or equivalent preferably in a building related subject, professional membership of a recognised building related body

## **Terms and Conditions**

The salary will be c£50k per annum for a 37.5 hour week. Time off in lieu will be granted for additional hours worked and overtime is not normally payable. Benefits of working for the College include 35 days holiday (including bank holidays), the option to join a University pension scheme and one free meal whilst on duty and the kitchens are open, when the kitchens are closed a meal allowance will be paid. The Head of Estates is given a company phone.

Applicants must be eligible to work in the UK.

To apply for this position, please complete an application form and equal opportunities monitoring form, available from <http://www.lmh.ox.ac.uk/about-lmh/jobs> and send this by email to [recruitment@lmh.ox.ac.uk](mailto:recruitment@lmh.ox.ac.uk), or post to the HR Office, LMH, Norham Gardens, Oxford, OX2 6QA.

A principal aim of this College's Equal Opportunities Policy is to ensure that in the recruitment, selection, training, appraisal, development and promotion of employees, the only consideration must be that the individual best meets, or is likely to meet, the requirements of the programme or course or post.

Lady Margaret Hall is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment, including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination.

Lady Margaret Hall has a range of family friendly policies.

The closing date for receipt of applications is 12 February 2018.

HR Office  
January 2018