

Job Description

EMET Estates Business Partner

Grade:	SO2, NJC points 26-28
Salary:	£32,909 - £34,723 per annum
Responsible to:	EMET Estates Director
Hours:	8-4, 37 hours per week, all year round
Location:	EMET HQ based at either West Bridgford or Kimberley offices

Overview

EMET is a growing Trust and expansion of the central provision is necessary to provide sufficient support to our schools. This role will require someone with experience/knowledge in project management and/or health and safety who has excellent organisational skills, the ability to prioritise a demanding workload, have excellent attention to detail, is flexible in their approach to work, resilient and has excellent communication skills. It will involve working closely with the central team, individual school leaders, and relevant external bodies.

The primary purpose of the role is to:

- Support the Estates Director and School leaders to deliver EMET's estates strategy
- Provide support to EMET schools on all aspects of property development and facilities management
- Undertake capital building projects including development of specifications for tenders and providing project management for minor building projects.
- Support the schools to maintain strong health and safety compliance and robust safety records
- Be active in supporting the EMET sustainability plan to reduce the Trust's impact on the environment and reduce energy costs

Capital projects

- Support the Estates Director and the Schools to deliver the Trust's capital programme, liaising with school managers and external property professionals.
- Help schools develop project brief, specification and support the tender process in achieving best value
- Ensure projects are completed to high standards, are timely and within budget
- Directly manage smaller minor work projects
- Operate the Trusts finance system for capital orders and invoices
- Ensure that all contractors are approved through the Trusts due diligence process and ensure they maintain compliant at all times.

Information management

- Support the Estates Director in the completion of government returns such as ESFA Land and Buildings collection tool and Asbestos Management Assurance Plan, and any other returns as required
- Maintain property asset data records and manage the storage of central estates information files

Health and Safety

- Provide central support and advice for schools to remain compliant in all areas of health and safety management, including control of contractors, asbestos management, fire safety and legionella
- Collate central accident data information and benchmark school's safety records
- Manage central records for statutory inspections and ensure that all schools react to actions and recommendations arising
- Manage central records for minibuses and maintenance vehicles and support schools on vehicle management and safety
- Assist the H&S audit process for schools, collating returns and reports on performance and mitigating actions
- Keep informed with health and safety regulation updates and personal H&S training requirements

Sustainability

- Support the Estates Director to create and deliver an EMET sustainability plan to reduce the Trust's impact on the environment and reduce energy costs
- Manage energy data systems and use of this information to target energy reduction, retaining clear records of targets, savings and progress reports
- Collate data for and submit the annual Carbon Reporting return
- Support the Estates Director in delivering energy reduction projects
- Manage energy compliance including legislation requirements, display energy certificates (DECs) and energy performance certificates (EPC's)

Support to schools

- Provide support to EMET schools on all aspects of facilities management and provide emergency support including temporary cover for any estates issues arising
- Attend and contribute to the monthly Services Managers meetings
- Support schools to develop their in-house service provision, site management, cleaning, catering, grounds maintenance
- Support and promote EVERY management system for contracts, compliance and asset information.
- Support with due diligence requests for transferring schools, collate and import new schools' data
- Support the Estates Director and Procurement Manager to negotiate contracts for estates capital projects, goods and facilities services.

Other General Responsibilities

- Contribute to the development and implementation of the overall ethos and aims of the Trust
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

- To be responsible for your own continuing self-development and to participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Establish and develop relationships with internal colleagues, external associates, and sector influencers in the education sector to share knowledge and develop best practice.

Person Specification
Estates Business Partner

Criteria	Essential	Desirable
Qualifications & Training		
Educated to minimum level 3 in a professional qualification relevant to the post	X	
Health and Safety qualification or willingness to undertake qualification in Health and safety	X	
Knowledge & Experience		
Facilities Management		X
Health and Safety Management		X
Environmental Management		X
Project management		X
Experience of prioritising work load, time management and conflicting priorities	X	
Ability to suggest improvements to systems or processes	X	
Experience of providing advice and support to key stakeholders on good practice in estates management		X
Experience of working in a multi-site organisation		X
Skills		
Excellent literacy, numeracy, communication interpersonal skills and presentation skills	X	
A strong understanding of ICT and its potential for the effectiveness of the organisation	X	
Ability to work under pressure, with accuracy, unsupervised and on own initiative	X	
Qualities		
The ability to manage conflicting priorities in line with EMET principles and values	X	
Have a positive attitude to personal development and training	X	
Suitable for work with children	X	
Other		
Be able to work at times and locations aligned to service provision	X	
Be able to work in schools, academies or colleges		X
Full driving license and ability to travel as required to Academy sites	X	