 **ANNEX D TO**

**SI 1 – 2**

**DATED MAR 18**

**RESERVE FORCES AND CADETS ASSOCIATION**

**FOR EAST ANGLIA**

**JOB DESCRIPTION**

1. Appointment Details

a. Job Title: Head of Estates Services (HES)

b. Job Grade: SPTO (C1)

c. Department: Estates Services

d. Reports to: Chief Executive

e. Job Purpose: Responsible to the Chief Executive for planning and delivering an estate for the reserves and cadets that is fit for purpose, legally compliant and delivers value for money.

**Principal Areas of Accountability/Tasks and Duties:**

General:

1. The Association’s area of responsibility is East Anglia (Counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk). The properties include Army Reserve Centres, Army Cadet Premises, RAF Air Cadets premises, properties (mainly within schools) occupied by the Combined Cadet Force and Careers Offices. The properties are managed and maintained in accordance with the building and financial policy laid down by Defence Infrastructure Organisation (DIO) on behalf of all customers, through the direction of the Director Volunteer Estate (DVE) at the Council of RFCAs. HES is to plan, supervise and deliver a cost effective maintenance, refurbishment and reprovision programme for both hard and soft FM.
2. HES reports directly to the Association Chief Executive and is responsible for providing appropriate professional direction, advice and assistance on all property and FM matters.
3. He/She is fully conversant with the application of Safety, Health, Environment and Fire regulations in order to ensure the estate is compliant.
4. HES requires an in-depth knowledge of JSP Scales (Reserves and Cadets), the DIO Output Specifications (OS) and the RFCA Service Specifications (SS) and Service Level Agreements (SLA).
5. Compilation and submission of Short Term Plans (STP) for Core Works, Minor New Works and Property Management to meet the requirements of the Estate Planning Tool (EPT), following consultation with DVE CRFCA, DIO and customers.
6. Prepare estimates of cost for all minor new works and maintenance services and establish priorities for such works in relation to financial limitations and staff capacity. Develop, with Chief Executive and Association Head of Business Services the in-year (and future year’s) budgeted maintenance and FM programmes. Develop and maintain the Service Register and the Planned Maintenance Plan (PMP).
7. Develop the long-term building programme and the Building Life Cycle Replacement (BLCR) plan, including acquisition of land and disposal of properties surplus to requirements.

IN-YEAR MANAGEMENT

1. Responsible for the supervision, organisation and instruction of his/her Estates Staff, in particular his/her Surveyors/Property Managers (PTO) to deliver the works services and FM programmes which have been agreed with DVE CRFCA and DIO, in consultation with the customers.
2. Implement the PMP and ensure compliance with mandatory and statutory legislation governing estate matters, in particular Health and Safety at Work Acts (Electricity at Work, Food Safety, Control of Legionella, Lead in Air Pollution, etc).
3. Responsible for the overall supervision of duties for the Estates administration to ensure prompt and efficient handling of all correspondence invoices, works service demands, returns, legal correspondence and accounts.
4. Other than where consultants have been appointed, supervision of all building, mechanical, electrical and civil engineering works on all sites and properties within the Association’s area of responsibility, to ensure satisfactory workmanship, materials and progress in accordance with current regulations. Deliver projects on time and in budget.
5. Carry out periodical internal and external inspections of all Association Properties and prepare reports thereon for repair and maintenance purposes.
6. Liaise with Fire Officers and other Inspectors to ensure that all Statutory Fire Safety, Health and Welfare Regulations are observed or implemented in all buildings for which the Association is responsible.
7. Other than where consultants have been appointed, preparation of all drawings, specifications, schedules or work etc., for all minor new works and drawings up the necessary contract documentation.
8. Take due consideration of Construction, Design and Management (CDM) regulations.
9. Obtain planning consent, Building Regulations and other approvals for all minor new building works. Liaise locally with DIO on land and accommodation matters as appropriate.
10. Brief architects and other nominated professional consultants on works service requirements and ensure that such requirements are properly met. Attend meetings with consultants during the planning and construction stages.
11. Interpret Accommodation Scales in preparation of justifications for works services requiring DIO sanction.
12. Undertake measured and level surveys of buildings and sites and prepare drawing there from.
13. Maintain a list of Association approved contractors for the delivery of reactive and planned maintenance.
14. Apply tender procedures in accordance with current policy.
15. Obtain all planning consents and approvals and issue all notices to deliver the estate service required.
16. Appoint consultants and produce terms of reference for Core or Minor New Works projects.
17. Project manage (PM) all core works projects, to ensure delivery on time in budget and value for money.
18. Attend the Association’s Management Board as required. Attend the Association’s Estate Advisory Committee and act as its Secretary.

FACILITIES MANAGEMENT

1. Prepare, plan and implement the necessary hard and soft FM programmes against targets. To include grounds maintenance, utilities, accommodation stores and vehicles.
2. Prioritise and implement energy efficiency measures against the Energy Management Systems (EMS) targets and in accordance with the current best practice.

FINANCIAL AND COMMERICIAL

1. Monitor and maintain financial records of all individual works services, contracts, agreements and assess forecast of expenditure. Certify accounts rendered by contractors, with Head of Business Services and prepare final accounts for all services.
2. Approve invoices, certificates and fee accounts in accordance with delegated powers determined by the Association Management Board.
3. Organise and execute the annual works programme, keeping proper records of such works and monitoring and planning of associated expenditure.
4. Evaluate and authorise contractors’ invoice accounts to ensure value for money.
5. Assess, deliver and maintain the allocated works section of the service specifications, under the direction of DVE CRFCA.

REPORTS AND RETURNS

1. Prepare, collate and submit the annual estates funding submission to DPA&FM in accordance with the Association PMP.
2. Prepare and submit monthly returns to DVE CRFCA confirming previous month’s outturn and any adjustments to the forecast of expenditure.
3. Any other duties as directed by the Association Chief Executive.

PERSONAL ATTRIBUTES

1. Qualifications – Be professionally qualified as a Member of the Royal Chartered Institute of Chartered Surveyors (RICS) or Chartered Institute of Building (CIOB) or hold other allied professional recognition in the provision of Estate and construction.
2. Experience – Have experience in PM for new build and major refurbishment and knowledge or experience of Government estate work.
3. Must be conversant with the entire MS Office application software and PM Software and undergo training on SYMPHONY as required
4. Health and Safety – Be aware that Health and Safety is the responsibility of all employees and that he/she should ensure that his/her working area complies with statutory requirements in accordance with current H&S Legislation. Have a NEBOSH or equivalent qualification.
5. Clearance – As this post involves visiting schools and Cadet sites on a regular basis the post-holder will be required to hold an Enhanced clearance from the Disclosure and Barring Service (DBS).
6. Experience managing staff.
7. Keen to advance individual skills and personnel development.
8. Ability to prioritise tasks and time manage effectively with recognition of where influence and authority lies and its impact on account activity.
9. A self-starter with a high degree of flexibility and adaptability. Excellent team-working ability.
10. An inquiring mind with an organised approach to engagement and information management and good attention to detail.

OTHER FEATURES

1. This job description
2. Should be discussed/read with the Line Manager at the time of receiving the annual PDR Staff Report.
3. May be reviewed in the light of changes during the period of your appointment and on change of incumbent.

I have read and understood my job description and mandate of responsibility.

Signed:

Post holder:

Dated:

Signed:

Line manager:

Dated: