

## Job Description

<b>Job Title:</b>	Asset Manager
<b>Location:</b>	Leeds but expected to travel to all sites within the Group as required
<b>Salary:</b>	LM1
<b>Reports to:</b>	Head of Property and Maintenance
<b>Staff responsibilities:</b>	Compliance Officer
<b>Working hours:</b>	37 hours per week
<b>Probation period:</b>	6 Months subject to periodic reviews
<b>Special conditions of the post</b>	Occasional evening and weekend may be required. Travelling between sites on an occasional basis.
<b>Safeguarding:</b>	All posts are subject to an enhanced Disclosure and Barring Service check.
<b>Date of compilation:</b>	January 2023

### CORE RESPONSIBILITIES

1. Develop with colleagues, put in place and manage group assets register including site visits to verify and tag.
2. To manage health and safety and key risks relating to works on assets building and estate maintenance works
3. Prepare and maintain a Planned Preventative Maintenance schedule in accordance with statutory requirements in line with SFG20 and agreed deviations.
4. Work with Commercial Manager, Procurement and other colleagues to prepare costs for maintenance schedule showing clear funding priorities based on legal requirements and H&S risks and business continuity risks.
5. Work with the inhouse Maintenance Team and external contractors to deliver maintenance schedule in a controlled manner.

6. Work with the Commercial Manager external contractors to cost and deliver building and estate maintenance requirements ensuring quality and value for money.
7. Work with Estates and Capital Projects teams to develop and implement Facilities Management (CAFM) system.
8. Meet with contractors and maintenance providers to assess asset status, needs, risks, goals and progress.
9. Research and study market trends to maximize value for money and funding opportunities.
10. Coordinate with Estate colleagues, campus Principals and projects team to ensure efficiencies across the group wide estate.
11. Any other duties commensurate with the level of the post, which may be required from time to time.

#### **DEPARTMENTAL RESPONSIBILITIES:**

Deliver an exemplar, customer-focused Property and Maintenance service

Work collaboratively and consultatively with Facilities, Capital Projects, Safety and Health and the Environment team to ensure the service proactively supports managers and employees.

Contribute towards service cross-functional projects and work streams.

Improve and maintain internal relationships with other Group Shared Services functions such as MIS, Finance, IT, HR, Property and Maintenance, Capital Projects & Student Recruitment and Marketing.

Contribute to internal and external networks.

Contribute to the Wellbeing Strategy.

#### **GROUP RESPONSIBILITIES:**

Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in review and development schemes.

Comply with group safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all policies and procedures.

Reflect on and maintain knowledge of educational/professional research to develop evidence based practice.

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of Luminate Education Group.

Any other duties commensurate with the level of the post, which may be required from time to time.

## Person Specification

<b>Job Title:</b>	Asset Manager
<b>Department</b>	<b>Property and Maintenance</b>

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications & Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1 GCSEs including English and maths (or equivalent qualifications)	A
E	Q1 Degree in a construction related field or extensive working experience in this area	A/I
Experience & Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1 Relevant experience in asset management or a related field within a large multi-site organisation.	A/I/P
E	EK2 Experience of managing an Asset register/library for a large multisite organisation	A / I

E	EK3 Experience of working alongside and managing contractors to ensure service standards and contract expectations are met	A / I
E	EK4 Experience of working with detailed compliance requirements and identifying gaps.	A / I
E	EK5 Experience of monitoring performance standards and taking appropriate corrective action.	A / I
E	EK6 Excellent communication skills both verbal and written and the ability to build working relationships with internal and external stakeholders and be able to influence them as required.	A / I
D	EK7 Experience of Project management	A / I

### Skills & Competencies

Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1 Ability to prioritise and manage own workload to ensure all deadline are met.	A / I
E	SC2 Excellent IT skills with experience of using databases/systems to retrieve and manipulate data. Ability to use the financial system to raise purchase orders when required.	A / P / I
E	SC3 Excellent interpersonal and communication skills, both one to one and in teams, effective in giving and receiving messages both face to face and in writing.	I
D	SC4 Able to write effective reports and detailed recommendations for different audiences.	I / P

### Behavioural, Values & Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Commitment to the College's support and promotion of Equality and Diversity.	I
E	B2. Committed to child protection and the promotion of a safe environment for children and young people to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I

