

Job Title

Estates and Health & Safety Manager

Reports to:

The Executive Board

Department:

Estates

Responsible for:

Estates Support

Job Purpose:

To ensure that the buildings, equipment, (non IT) and environments from which the Company and its employees operate from are safe, well maintained and operate efficiently. To ensure that the Business is compliant with all relevant Health and Safety legislation.

Key Responsibilities:

- Be responsible for all Health and Safety throughout the business, including audits, making recommendations and plans, recording, training and implementation.
- Ensure all emergency systems and evacuation plans are up to date and in good working order.
- Monitor and develop risk assessment processes throughout the business.
- Keep up to date all asbestos management plans and ensure all relevant parties comply with their requirements and recommendations.
- Prioritise, plan and take full responsibility for all Estate requests.

Day to Day Responsibilities:

- Managing and prioritising the the workload of the Estates Assistant to ensure Estates requests are completed to a high standard and in a timely fashion.
- Prepare and co-ordinate competitive tenders for external contractors.
- Seek all relevant permissions and risk assessments for works.
- Monitor and liaise with external contractors prior, during and after works have been completed, ensuring the works have been finished to a suitable, specified standard.

- Liaise and co-ordinate with all other Estates related third parties, in particular, security.
- Assist with planning and monitoring the performance of all security and access systems except CCTV.
- Monitor the fabric and state of decoration of all buildings that the Business is responsible for and ensure that they are kept in an appropriate condition and are fit for purpose and safe for use.
- Undertake cost comparison exercises for Estates related services when required.
- Provide advice and estimates for annual budgeting purposes for the Estates department.
- Ensure the safe operation of the Lasers, Buffing Machines and any other equipment associated with the process of engraving.
- Ensure all Estates records are kept organised and up to date.
- Work with our insurers so as to ensure compliance.
- Assist in improving the operational efficiency of the business through developing best practice and excellence of the Estates department.
- Assist in the planning and implementation of new office layouts and changes of use.
- Ensure we comply with any Estates related requirements of our leases.
- Assist in the assessment, planning and renovation of new buildings and premises.
- Provide reports and information to the Board when requested in matters relating to the Estates department.
- Any other tasks that might reasonably be asked of you by the management from time to time.

Candidate's Profile:

- Health and Safety qualification to at least the NEBOSH Diploma or equivalent.
- 3-5 years practical experience in building maintenance and repairs.
- Experience in project planning and management.
- To be able to interpret and assist in the preparation of financial budgets
- A good understanding of building security and access systems.
- Good communication skills.
- The ability to think strategically and produce strategies that help reach specified goals.
- An understanding and the ability to undertake risk assessments.
- The ability to mentor and manage other employees.
- The ability to interpret reports and create findings and actions based on them.
- Organised and methodical approach.
- Management experience.
- Can do practical attitude.