



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Head of College Buildings**

Requirement

St John's College wishes to appoint a Head of College Buildings who will be responsible for the efficient organisation and smooth running of the Maintenance Department and major building projects as set out in the College masterplan while ensuring the College meets its legal, environmental and health and safety obligations.

The successful candidate will initially assist, and then take over from the present Superintendent of Buildings and will lead the delivery of the College Estate Strategy.

St John's College

St John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the promotion of education, religion, learning and research.

Department Aims: The Domestic Bursar's aim is to provide cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenue generation in order to enable the College to fulfil its statutory and strategic aims.

Sub-Department Aims: Maintenance – to carry out the maintenance and improvements to College buildings and services competently, directly and with due regard to the nature of the buildings and occupants

Principal Responsibilities and Duties

Job title:	Head of College Buildings
Department:	Maintenance
Responsible to:	Domestic Bursar
Job Purpose:	Responsible for the efficient organisation and smooth running of the Maintenance Department and major building projects as set out in the College masterplan while ensuring the College meets its legal, environmental and health and safety obligations.

Principal Responsibilities

1. Lead the implementation of the College's masterplan including the planning, preparation and delivery of potential building and landscape projects

2. Coordination and oversight of building maintenance, refurbishment and new building projects, including forward planning and ensuring projects are completed on time and to budget
3. Liaising with architects and external contractors for buildings and other works
4. Support and contribute to the development of the College's Environmental strategy and implement agreed environmental improvements to the College estate including the monitoring and control utilities across the operational estate
5. Lead, manage and develop a department of qualified tradesmen to ensure they have the capability and capacity to meet the departments planned and reactive work programme.
6. Lead the preparation and management of annual budgets for planned and reactive maintenance keeping Members of the College informed of progress against costs.
7. Lead and manage a planned maintenance of the Colleges premises, ensuring work carried out is in accordance with agreed standards and to building and health and safety regulations.
8. Manage external contractors on planned and reactive maintenance to ensure they meet the agreed contractual terms in terms of cost, time and quality of work.
9. Be responsible for administration and record keeping including legislative and statutory, and provide Payroll with timesheet, holiday and sick pay information.
10. Be responsible for producing sketches, working drawings, specifications and costs for various projects to enable tradesmen/women to carry out the works efficiently and in compliance with current legislation.
11. Represent the Department on various Committees to provide specialist input and advice in all areas of College activities.
12. Maintain an up-to-date knowledge of developments in the construction industry and buildings health and safety legislation to ensure that the maintenance department are compliant in their approach to maintenance and capital projects.
13. Manage communications with members of the College by keeping them informed and updated about progress with reactive and planned maintenance.
14. Maintain a health and safety culture ensuring that all work undertaken by internal staff and external contractors is carried out in accordance with approved building health and safety standards.
15. Develop and implement a sustainable, planned and reactive work strategy and plan to meet the College's needs.

Resources Managed/Facts and Figures:

- Management of Department staff (25 personnel)
- Control and Management of regular contractors and sub-contractors (70 personnel)
- Control of Maintenance and repairs of main college site (value £210 million)

- Control of Maintenance and repairs to outside properties (87 properties, value £24million)
- Control and management of annual maintenance budget £1.5 million
- Control and management of annual major project budget £8-12 million
- Control and management of all College utilities (Avg annual spend £800k)
- Control and management of department stores, vehicles, and tools (£160k)

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

Essential

- A degree or HNC in building discipline or equivalent
- Experience with new builds/major refurbishments
- A sound understanding of the local and national planning process and of working with listed buildings
- Excellent IT skills including Excel
- Building management experience
- Proven track record of in leading and managing a team to deliver against objectives.
- Experience of leading and managing change effectively
- Financially astute and good with managing financial information budgets and costs
- Experience of contract management
- Experience in the upkeep and maintenance of grade 1 listed buildings

Desirable

- Experience of working within an estates environment within higher education Chartered member of a relevant building discipline
- Recognised project management qualification (e.g. Prince 2)
- Health and safety qualification

Skills, Abilities and Competencies:

- Leadership skills with the ability to lead and motivate others to embrace change
- Confidence and personality to contribute as a member of a heads of department
- A customer focus
- Ability to multi task, plan for the longer term as well as deal with short notice demands
- Communication skills, highly articulate verbally and writing
- Strong interpersonal, influencing and negotiating skills and experience
- Sound decision-making and judgement under pressure
- Excellent presentation and reporting skills
- Meticulous planning and organisation skills
- Financial management skills
- Ability to solve complex problems
- Friendly, helpful and professional

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £65,000 - £70,000 p.a. (depending on experience)
Hours of work:	37.5 per week
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon on Monday 9 April 2018.**

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John's College, Cambridge, CB2 1TP.