ST CROSS COLLEGE
UNIVERSITY OF OXFORD

JOB DESCRIPTION

Summary

Job title	Estates Manager
Division	Societies
Department	St Cross College, Maintenance
Location	St Cross, Oxford, OX1 3LZ
Grade and salary	Grade 8 - £49,119 - £58,265 p.a
Hours	Full time (37.5 hours)
Contract type	Permanent
Reporting to	Domestic Bursar

The role

The Estates Manager is responsible for managing all aspects of the College's estate, overseeing it's effective maintenance and managing major building projects, and contributing to the College's strategic planning while ensuring the College meets its legal, environmental and health and safety obligations. The role will manage the directly employed Estates team (3 people) and co-ordinate contractors with them.

Responsibilities

1. **College Estates Strategy**

- Contribute to and implement the College's Estates strategic planning, with particular focus on the physical environment and physical resources
- Plan, manage and develop the College estate creatively and cost-effectively, balancing short, medium and long-term maintenance needs.
- Prepare project briefs, plans, specifications, and budgets in collaboration with College officers and committees.
- Oversee project management, contractor appointment, and contractual frameworks.
- Maintain an estates database tracking condition, compliance, utilisation, and maintenance programmes, providing regular reports to support strategic decisions

2. Maintenance Services

- Deliver and monitor planned preventative and reactive maintenance programmes, ensuring compliance with building and safety standards.
- Provide responsive, high-quality service to students, staff, Fellows, and visitors.
- Manage external contractors on planned preventative and reactive maintenance, to ensure work meets standards of compliance, cost, time and quality.
- Track departmental performance and report on progress, highlighting areas for improvement.
- Keep the College community informed about maintenance activity and progress.
- Maintain accurate, up-to-date records to meet statutory and legislative requirements.
- Regularly report on departmental performance, identifying areas for improvement against agreed standards and targets.

3. Team Management and Leadership

- Lead, motivate and support the Maintenance team to deliver exceptional service across multiple sites.
- Set clear standards, procedures, and performance expectations.
- Manage staffing: recruitment, training, welfare, supervision and rotas.
- Work with the Maintenance Supervisor to coordinate day-to-day operations.
- Maintain a skills matrix to ensure the College has the right expertise, balancing in-house and external support as needed.
- Ensure effective out-of-hours cover for emergencies to an agreed service level.

4. Finance

- Support the Bursars in developing and managing capital and maintenance budgets.
- Control departmental spend, ensuring value for money and efficient procurement.
- Establish and maintain a framework of preferred suppliers; manage tendering and contracts.
- Monitor contractor performance and project delivery against time, cost and quality targets.
- Review and balance outsourced vs in-house service provision for optimum efficiency.
- Supervise the ordering of equipment and materials for the Maintenance Department, to maintain stock control, ensuring that they are of the best value.
- Provide regular budget and cost reports to committees.

5. Health and Safety

- Champion a strong health and safety culture across all estates activity.
- Ensure legal and regulatory compliance in all areas of estate management.
- Oversee due diligence, induction and supervision of contractors, ensuring adherence to College standards.
- Maintain up-to-date COSHH, risk assessments and safety records.
- Act as the Duty Holder for ensuring the effective management of asbestos as required by the Health and Safety at Work Act 1974 and Control of Asbestos Regulations 2012
- Act as responsible person for water hygiene compliance, maintain database and records, ensuring flushing and checks are undertaken and any remedial measures are implemented
- Liaise with Bursars, H&S Officer and Head Porter on all H&S matters

6. Other duties

- 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 of utilities across the operational estate.
- Maintain an up-to-date knowledge of buildings and construction industry, maintenance and contractual practice, including via regular contact with the industry and other college Clerks of Works/Estates Managers
- Represent the College on estate and estate related matters in dealing with relevant local and national authorities and other external organisations or bodies as required
- To be part of a team ensuring the College delivers to the ACOP Standard
- To operate with a high degree of professional autonomy and personal responsibility

The above is not an exhaustive list, and the post holder may be expected to undertake other related duties as required by the Domestic Bursar. The list of duties may be subject to revision at the end of the probationary period.

Selection criteria

	Essential	Desirable
Education/ Qualifications	• Experience of working at supervisory level in a Facilities and Estates environment. • Experience of managing contractors and the supply chain • Experience of project management • Experience of budget management	• Educated to degree level or equivalent relevant experience • Health and Safety Qualification
Knowledge/ Experience	• A strong understanding of building management processes and technical understanding of the built environment. • Practical knowledge of health and safety systems • A record of achievement in managing the successful delivery of estates development programmes, buildings and projects within approved financial limits and delivering user requirements • Experience of leading and managing a team to deliver against objectives • Experience of annual operational and capital budget planning and management • Sound understanding of the legal and statutory compliance duties relating to an estates function.	• Experience of building maintenance and development within a historical setting, including within listed buildings • Experience of working in a Higher Education environment • Understanding of the ACOP Code and its implementation
IT Skills	• Confident IT user, including Microsoft Excel, with ability to produce useful reports from datasets	
Skills	• Strong commercial skills, with financial acumen, especially in the preparation and control of building projects and in managing maintenance services, ensuring good value for money can be achieved • Strong personal communication skills, and a very high level of competence in all aspects of written and oral communications • Friendly, approachable, co-operative, motivational, customer-focused, team player	
Personal Qualities	• The post-holder will be a motivated self-starter who is capable of turning their hand to a wide variety of duties as the situation demands, prioritising an ever-changing workload. • Enthusiasm for making the estate environmentally sustainable • Able to demonstrate a high level of personal integrity	
Physical/ Special Requirements	• Due to the layout of the College, there areas of restricted access and the postholder will need to be physically able to access these	

Terms and Conditions

- Free lunches on the College site are provided when the college kitchens are open.
- University terms and conditions and benefits apply to this role.

About St Cross College

Dedicated solely to Graduate students and Fellows, St Cross is characterised by an intellectually vibrant and truly international community. One of Oxford's youngest colleges, St Cross prides itself on its friendly community filled with inter disciplinary academic excellence.

As part of this close-knit egalitarian college you will find staff, students and fellows welcoming and committed to promoting the world class study, research and innovation of Oxford University. For more information please visit: www.stx.ox.ac.uk

Pre-employment screening Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University, we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts. We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution. While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise. Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s). If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: https://staff.web.ox.ac.uk/recruitment-support-faqs.

Non-technical questions about this job should be addressed to the recruiting department directly: recruitment@ndcn.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy.

The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82 of 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For existing employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation