



Estates Manager

St Cross College
University of Oxford
Recruitment Information Pack

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.

St Cross is home to scholars from a wide spectrum of academic disciplines and is atypical of the Oxford tradition - it does not have separate common rooms for its Senior and Junior Members or a high table in hall. Instead there are central common rooms to be used by all College Members and open seating in Hall.

The St Cross College community is diverse with over 60% of students hailing from overseas; the common room is a wonderful mixture of language and cultures.

Found in over 122 countries, more than 5,000 St Crossers belong to a global alumni network that lives up to the College's motto '*To the four corners of the world*'.

Situated on St Giles, right in the very heart of Oxford City, St Cross College is conveniently located for a large number of departments, libraries and Institutes. Furthermore social hotspots of the city like Little Clarendon Street, George Street and Oxford Castle are only minutes away.

For more information, please visit our [website](#).





Job Description

Job Title: Estates Manager

Reports to: Domestic Bursar

Hours: Full-time and permanent post

Salary: Oxford University Grade 8 (£48,235 - £57,255)

Location: St Cross College, Oxford

The Role

The Estates Manager is responsible for managing all aspects of the College's estate, overseeing its 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.

Responsibilities

College Estates Strategy

- + Contribute to the College's strategic planning, with particular focus on the physical environment and physical resources. In liaison with the Bursars, Estates Committee and Executive Committee, contribute to and implement the College's Estates Strategy/Masterplan.
- + Plan, manage and develop the College's estate and related resources and services in a creative, and cost effective manner – developing short, medium and long term plans for maintenance of the estate. In consultation with College officers and relevant members of the College community, develop project briefs, plans, specifications and costs for estates projects.
- + To take a lead role in the project management, contractor appointment and contractual framework for estates projects.
- + Develop and maintain an estates database – and process for regular review – of information related to the estate, such as physical condition, legislation compliance, utilisation and planned preventative maintenance programme status – and provide reports from that database to support college decision making, budgeting, and investment decisions.





Maintenance Services

- + To plan, monitor and deliver a programme of planned preventative maintenance of the College estates, ensuring work is carried out in accordance with agreed standards and to relevant buildings and health and safety regulations, and ensuring that College buildings, plant and services are maintained in a fit and proper condition.
- + Deliver and monitor an efficient and effective reactive maintenance service, meeting user requirements, and ensuring work is carried out within agreed standards and to relevant buildings and health and safety regulations.
- + Maintain an approach focused on the College community, meeting the needs of students, staff, Fellows and visitors to the College.
- + Manage external building contractors on planned preventative and reactive maintenance to ensure they meet the agreed contractual terms – especially in relation to cost, time and quality of the work.
- + Undertake and regularly report on departmental performance, identifying areas for improvement against agreed standards and targets.
- + Manage communications with relevant members of the College community, by keeping them informed and updated about progress with reactive and planned preventative maintenance.
- + Be responsible for the administration and accurate record keeping of all work undertaken on the estate, including records required to meet legislative and statutory requirements.



Team Management and Leadership

- + To establish operating rules and procedures relating to Department operations.
- + Lead, manage and motivate a team of staff who deliver services across multiple sites
- + Instil and maintain professional standards, morale, and strong teamwork ethic of the Maintenance Department, providing a supportive environment in which colleagues can thrive, and continually enable their development and success.
- + As Head of Department, develop rotas and allocation of work which are effective to deliver a high standard of service across the college operational estate.
- + As Head of the Maintenance Department, manage the Maintenance Supervisor who oversees the day-to-day allocation of work of the maintenance team
- + With support of the Maintenance Supervisor: recruitment, induction, training, welfare, and supervision of the maintenance staff.
- + Keep a skills matrix under review to ensure that the College can manage and support its estate effectively, and operate as an informed client in all aspects of its estates – procuring in house or contracted resources as necessary in agreement with the Bursars.
- + Manage an effective out of hours service, ensuring that there is appropriate support for emergencies.

Finance

- + To assist the Bursars with the production and delivery of a capital investment budget for upkeep and development of the estate.
- + Advise on the formation of, and be responsible for, the Maintenance Department's annual budget, ensuring that all operations and development activities are provided at optimum cost and represent value for money.
- + Procure and efficiently manage all works and services related to the operation, maintenance and development of the estate. Work with the Bursary to develop a framework of preferred suppliers and undertaking tendering exercises when needed to ensure value for money in all estates related procurement and expenditure.
- + Manage contractors appointed to work on the estate, representing the College's interests, and ensuring contractors deliver to planned programme in time, spend and quality.
- + Regularly analyse internal and external spend, reviewing the optimum balance between outsourcing and bringing in-house maintenance and development of the estate.
- + Supervise the ordering of equipment and materials for the Maintenance Department, to maintain stock control, ensuring that they are of the best value.
- + Regularly update relevant committees on progress of costs against budget.



Health and Safety

- + Develop and implement a health and safety culture ensuring that all work carried out by internal staff and external contractors is carried out in accordance within buildings health and safety approved standards.
- + Ensure legal compliance in relation to estates matters, with regard to Health and Safety legislation.
- + Ensure that all building, maintenance and servicing contractors are properly inducted on site and familiar with College codes of conduct and practices
- + To ensure COSHH training is carried out and maintain up to date records.
- + To ensure that action is taken to correct any potential hazards identified within College buildings.
- + Complete a risk assessment for all maintenance staff positions and to carry out an annual review to ensure it is maintained up to date.
- + 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 the Bursars and Head Porter on health and safety matters as required.





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.

Benefits

Team Management and Leadership

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. [See here.](#)

Free lunches in our Hall

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more [here.](#)

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools [here.](#) There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. [See here.](#)





Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. [See here](#). We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. [See here](#).

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or

long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is [here](#). For information about how we support those going through menopause [see here](#).

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more [here](#).

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [here](#).

Person Specification

Essential

- + Educated to degree level or equivalent relevant experience.
- + Management experience in an estates environment
- + A record of achievement in managing the successful delivery of estates development programmes, buildings and projects within approved financial limits and delivering user requirements
- + Demonstrable experience of managing a diverse property portfolio
- + Experience of leading and managing a team to deliver against objectives
- + Experience of annual operational and capital budget planning and management
- + Experience of leading and managing change effectively
- + Sound understanding of the legal and financial aspects of major property projects and transactions and of the statutory compliance duties relating to an estates function.
- + Confident IT user, including Microsoft Excel, with ability to produce useful reports from datasets.
- + 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
- + Strong project management skills, planning and organisational skills, along with demonstrable experience of leading and managing change.
- + Strength and quality of leadership and the personal skills required to develop and lead an effective and well-motivated, multi-disciplinary maintenance team
- + Strong interpersonal, influencing and negotiating skills.
- + Enthusiasm for making the estate environmentally sustainable
- + Able to demonstrate a high level of personal integrity
- + Due to the layout of the College, there are areas of restricted access and the postholder will need to be physically able to access these

Desirable

- + Professional qualification in a property/built environment related discipline (architecture, building, engineering, facilities management, or surveying)
- + Project Management qualification
- + Health and Safety Qualification
- + Experience of building maintenance and development within a historical setting, including within listed buildings
- + Understanding of the ACOP Code and its implementation

How to apply

If you would like to have an informal conversation about this opportunity, you can email the Bursar, Gemma Donaldson on bursar@stx.ox.ac.uk

All applications must include a CV, Supporting Statement/Cover Letter and Current Salary.

For further guidance and support, please visit the [University's How to Apply webpage](#).

All applications must be submitted through the jobs.ox.ac.uk

Data Processing, Protection and Privacy Policy

For more information about St Cross' data processing activities and your rights, please read our [Privacy Policy](#).

Terms and Conditions of Appointment:

- The post is pensionable with the Universities Superannuation Scheme (with the right to opt out).
- Normal entitlement to paid annual leave for full-time academic-related staff is 38 days in each complete year, inclusive of bank holidays and any locally agreed fixed closure days.
- A probation period of 12 months applies.
- For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 69th birthday. There is a procedure for requesting an extension of employment beyond that date.

Recruitment timetable

Application closing date:
12noon, Wednesday 30th July 2025

First stage interviews (online):
Wednesday 6th August 2025

Final stage interviews (Oxford):
Tuesday 12th August

