

**Estates and Facilities Manager**

**Full time (35 hours per week)**

**Salary up to £55,000 per annum**

**Permanent role**

**The National Film and Television School (NFTS)**

Beaconsfield

First established in 1971, the National Film and Television School (NFTS) has evolved to become a leading global institution, developing some of Britain and the world’s top creative talent in film, television and games. It is widely acknowledged to be the top school of its kind in the UK and one of the best internationally, being named as one of The Hollywood Reporter’s top international film schools for over a decade. The NFTS is a registered charity.

We are currently recruiting for an **Estates and Facilities Manager** to oversee the day-to-day running of the site, ensuring the site is clean, safe and compliant with legislation and best practice for our students, staff and visitors. The successful candidate will have a customer-focused approach with a successful track record in Facilities Management, including managing direct reports and external contractors.

This role would suit someone with contract, procurement and project management experience, alongside experience of managing multiple budgets. You will have great communication and interpersonal skills and experience of dealing with a wide variety of internal and external stakeholders.

For further information about this role and details of how to apply, please visit <https://www.nfts.co.uk/jobs>

Closing date for applications is **Sunday 8th September 2024**

Please note that we are unable to sponsor candidates for these roles, so we are only able to accept applications from candidates who are able to demonstrate their right to live and work in the UK.  If you do not have the right to work in the UK, we will not be able to progress your application.

*At the NFTS, people are at the heart of what we do. We’re an inclusive employer and are committed to equality of opportunity, and building a culturally diverse workforce. We encourage applications from all suitable candidates regardless of age, disability, gender identity, sexual orientation, religion, belief, race, or any other protected category.*

*Our commitments to protecting the rights of our staff and students of protected categories can be found here* [*https://nfts.co.uk/equality-diversity-and-inclusion*](https://nfts.co.uk/equality-diversity-and-inclusion)

**JOB DESCRIPTION**

### Background

The Estates and Facilities Manager will be responsible for the safe and efficient operation of the NFTS site at Beaconsfield. Building ages range from brand new to 100 years old, and are in varying states of repair. There is an ongoing refurbishment and replacement programme, including an expansion of the site in early 2025.

The Estates and Facilities Manager will oversee the day to day running of the site, ensuring the grounds and buildings are clean, safe, compliant with legislation and best practice and suitable for students, staff and visitors.

The Estates and Facilities Manager is responsible for soft and hard FM, which is mostly provided by outsourced companies via annual contract, complemented by some services purchased ad hoc. You will also line manage an in-house electrician, handyman, maintenance team leader, maintenance operative and a receptionist.

The Estates and Facilities Manager will develop the strategy for replacement and refurbishment of the buildings, and manage the performance of the 3rd party providers.

By sharing knowledge and best practice, the Estates and Facilities Manager will build positive relationships within the NFTS community to help develop and nurture both staff and students alike.

**Main Responsibilities**

* Operational
  + Oversee the operation of the site, ensuring the smooth day to day running of the buildings, car parks and grounds
  + Consult with other managers and other teaching staff in order to prioritise day-to-day maintenance and refurbishment activity
  + To bring in further contractors or request jobs from other NFTS departments (e.g. electricians, painter decorators), as required
  + To develop a strategy for major repair projects and building replacement
  + To ensure the integrity of the physical security measures of the site
  + To run the facilities helpdesk, prioritising requests as appropriate and ensuring jobs are addressed by the appropriate contractor or NFTS department
  + Guidance to staff / students to ensure they have the knowledge to complete activities in a safe manor and adhere to site rules and guidance – attend staff & student inductions.
  + To drive sustainability in line with the NFTS policy and meet waste management commitments
* Maintenance, testing and inspections
  + To ensure that statutory inspections of plant such as hoists, lifts and portable equipment such as ladders take place and any recommendations implemented
* Health and Safety
  + To ensure policies are applied and escalate as appropriate. Maintain a robust permit to work system for all visiting contractors
  + To make sure a regular fire safety audit is carried out and ensure any recommendations are implemented and maintained
  + Be an active part of the H& S Committee
* Tendering
  + Proactively manage the renewal of outsourced contracts, ensuring timely renewal or retender and advise on poor performance or suggestions for consolidation etc.
* Property management
  + Ensuring rates, insurance and utilities are monitored and best prices secured annually
* Budget Management
  + Liaising with the finance team, monitor and control department expenditure in in line with budget, and support the annual budget setting process
* Value for Money (VfM)
  + Support the School to achieve Value for Money in all its activities
* Environment
  + Play a leading role in delivering the School’s Environment and Sustainability Action Plan.
* Any other duties reasonably associated with the post

**Key outsourced contracts**

* + In consultation with the Finance Director, manage the following key outsourced contracts, ensuring performance is in line with agreed SLAs and VfM is delivered:
  + Cleaning;
  + Catering and vending;
  + Manned guarding (security); and
  + Any other major outsourced services
* Other contracts
  + Manage the contracts for all other property related contracts including refuse collection, air conditioning, lift repair & testing, hoist testing, locksmiths, pest control etc.

**Person Specification**

* Great interpersonal and communication skills in order to deal with complex and sensitive negotiations with a wide variety of internal and external stakeholders
* A real commitment to a customer-focused approach.
* The ultimate organiser, making sure that the workplace meets the needs of staff and students by managing all of the required services
* Highly motivated and committed.
* Knowledge of legislation relevant to Facilities Management/the Facilities Management industry
* A track record of successful experience gained in Facilities Management
* Experienced in and with expertise for supervising and influencing others to achieve necessary goals; people management experience both of direct reports and external providers
* Contract, procurement and project management experience and skill
* Experience of managing large and multiple budgets
* Ability to work to deadlines and to change priorities quickly if needed to deliver
* Ability to successfully manage a wide range of contacts both internal and external to the School