



## **JOB DESCRIPTION**

<b>Title of the post:</b>	Estates Compliance Manager [Permanent / Full Time]
<b>Department:</b>	Estates and Facilities
<b>Reporting to:</b>	Head of Estates Maintenance & Compliance
<b>Grade:</b>	Grade 10
<b>Salary:</b>	£40,927 to £44,706

### **The University**

#### **Background**

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses which include a year-long industrial placement. Undergraduate and postgraduate degrees are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land the total area farmed is approximately 640 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

#### **Academic Provision**

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Animal Studies, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews, and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology transfer activities supported by strong industry links and partnerships with companies such as JCB and Marks & Spencer amongst many others.

## **Recognition**

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

In the period since 2011, Harper Adams has won six Times Higher Education Awards including Outstanding Fundraising Initiative (2014), and has been shortlisted for fourteen other THE awards. In 2018, the Times Higher has shortlisted the university for the prestigious title of University of the Year, putting Harper Adams in the top six universities in the country. The finals are in June 2018.

In the 2016 and 2017 Whatuni? Student Choice Awards, based on student reviews, Harper Adams took the title of University of the Year and won the Student Support and Job Prospects gold awards, plus silver and bronze in further categories. In 2018 the University was runner up for the University of the Year title and won 3 gold awards, 3 silver and 3 bronze. It is the only University to win Student Support since the awards began four years ago and has won the category for best job prospects for three years running and best courses and lecturers for two years running.

Harper Adams ranked second in the 2016 Times Higher Education Student Experience Survey. In the Times and Sunday Times Good University Guide 2017, the University was ranked 36th, the highest position yet achieved by a post-1992 university, and was awarded the title of Modern University of the Year. In 2017 it was the highest ranked modern University for the second year in a row. In the QS World Rankings for Agriculture and Forestry published in March 2018, Harper Adams was ranked second in the UK for academic reputation and second in the world for its reputation with employers.

## **Facilities**

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large covered soil working area and a number of sustainable technology installations. In 2013 a new teaching building and a new agricultural engineering innovation centre opened. In 2015/16 these were followed by two further buildings, one for veterinary services and one for entomology, and new halls of residence. Further new facilities opened in the period since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust. The University provides a range of training and professional development opportunities via its staff development programme.

## **Catering and Sports Facilities**

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has an open-air swimming pool and bowling green that are available for staff use during the summer period and new tennis courts have recently been developed. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

## **The Estates and Facilities Team**

The Estates and Facilities Department provides a number of essential services to Harper Adams University and is responsible for the management and facilities maintenance of the main campus and outlying properties, including:

- Capital development of new build and refurbishment / remodeling works;
- Planned and reactive maintenance of the estate buildings, associated equipment and building services;
- Out of hours on-call for emergency maintenance;
- Procurement and management of utilities - gas, electric and water;
- Trade effluent and sewage;
- Operation and maintenance of the District Heat Network (DHN) and Energy Centre including biomass boiler and Combined Heat and Power (CHP) plant;
- Refuse and waste collection including recycling;
- The Private Water Supply (PWS) - abstraction, treatment, distribution and monitoring of water quality;
- Housekeeping and managed laundry services;
- Security and portering;
- Postal services;
- Reception and switchboard;
- Car parking;
- Ongoing maintenance of space records;
- Signage.

## **Main Responsibilities**

1. To understand the construction, structure and building services of the University estate sufficient so that appropriate statutory compliance testing, inspection and remedial works can be carried out in a timely and safe manner.
2. Provide technical expertise in the procurement of service contractors responsible for statutory compliance testing, inspection and remedial works.
3. Be responsible for the contract management of service contractors responsible for statutory compliance testing, inspection and remedial works.
4. Lead and deliver on the administration of all University management plans, safe operating procedures and policies in respect of estates legislative compliance.
5. Plan and manage the delivery of all statutory compliance testing and inspections throughout the University estate including (but not limited to) gas, fixed wire testing, asbestos, water hygiene / legionella, LOLAR, PUWER, lightning protection and fire safety.
6. Manage the University's approach to fire safety throughout the University estate, ensuring effective training, monitoring and reporting systems are in place to capture and mitigate against risk. Organise and manage the undertaking fire risk assessment.
7. Manage the University DSEAR risk assessment process including remedial works and sign-off.
8. Put in place suitable precautions to control the risk of exposure to legionella including arranging for a competent person to undertake water risk assessments, planning inspections, checks and maintenance identified as necessary and maintaining suitable records to demonstrate compliance.
9. Put in place suitable precautions for managing asbestos and to control the risk of exposure to asbestos including arranging for a competent person to carry out asbestos surveys, to maintain the asbestos management information and to ensure that asbestos information is available to in-house estates maintenance trade staff and contractors carry out works.

10. Identify potential areas of statutory compliance vulnerability or risk and put in place actions plans for preventative measures and mitigation.
11. Ensure all legislative requirements, safe systems of works, work permits, COSHH and any other such requirements are being complied with for estates maintenance works.
12. Keep appropriate and accurate records on statutory compliance testing, inspections and remedial works as required by legislation, insurers or as instructed by the Estates Maintenance Manager.
13. Respond significant business continuity emergencies affecting the University estate, coordinating and managing Estates Maintenance resourcing and actions required.
14. Keep up to date with trade information, HSE publications and statutory requirements. Ensure that the appropriate action is taken where updates on new or changing compliance requirements are received.
15. Attend all training and professional development arranged. Manage & organise the formal training and/or toolbox talks on statutory compliance matters for the Estates Maintenance and wider Estates and Facilities team.
16. Liaise with both internal and external stakeholders relating to statutory compliance to ensure that the University remains compliant.
17. Represent the University on estates maintenance and estates legislative compliance matters to statutory bodies and organisations responsible for legislative compliance.
18. Undertake administrative / technical administrative duties as required relevant to the role including the production of reports, raising of purchasing orders and managing of invoicing.
19. Work cooperatively and courteously with the wider Estates and Facilities team to provide a professional, reliable and effective service.
20. To have a flexible approach to the work and be able to work beyond the normal hours of duty if required and to carry out other tasks from other disciplines should circumstance apply.
21. All other duties and responsibilities commensurate with the post and the salary range of the grade.

## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<p>Degree qualification or equivalent formal professional qualification in relevant subject, or Chartered Status within a relevant institution.</p> <p>Appropriate membership of a professional body as recognised and required for the post (e.g. IOSH, MIIRSM)</p>	<p>Fire Warden certificate.</p> <p>NEBOSH National and General Construction</p> <p>Asbestos Duty to Manage</p> <p>L8 water hygiene trained</p> <p>Current and relevant CSCS card.</p>
Experience	<p>Extensive practical experience and relevant technical knowledge including the management of statutory compliance operations using contractors and directly employed staff</p> <p>Experience of analysing and interpreting data, drafting complex reports and delivering briefings to others.</p> <p>Experience of providing technical input into procurement and contract management of statutory compliance contractors.</p>	<p>Familiarity in the use of electric job management systems (CAFM).</p> <p>Experience of dealing with insurers.</p> <p>Experience of dealing with the HSE.</p>
Knowledge/Skills	<p>Excellent knowledge of health &amp; safety regulations and statutory compliance.</p> <p>Knowledge of IT in general.</p> <p>Ability to communicate complex information to a range of audiences and stakeholders effectively using a variety of mediums.</p>	
Personal Qualities	<p>Proven ability to be able to work unsupervised.</p> <p>Able to work positively, cooperatively and proactively work with other team members.</p> <p>Excellent customer care skills and good communication skills.</p>	

## Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

<b>Salary</b>	The commencing salary will be within the range £40,927 to £44,706 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28 <sup>th</sup> day of the month.
<b>Contract Term</b>	This is a full time post. The employment may be terminated during the course of the contract by either party giving three months' notice in writing.
<b>Hours of Work</b>	The routine working week is 37 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.
<b>Holidays</b>	<p>The annual holiday entitlement is 25 working days, plus statutory bank holidays. In addition to this there are 8 University closure days during the full annual leave year. Annual holiday entitlement rises to 25 working days on completion of 5 years' service. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.</p> <p>All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.</p>
<b>Sick Leave</b>	During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
<b>Pension</b>	The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.
<b>Exclusivity of Service</b>	<p>You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.</p> <p>It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.</p>
<b>Criminal Convictions</b>	The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Disclosure and Barring Service Check before an appointment can be made.

## **References**

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer.

## **Application Procedure:**

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

**To be submitted no later than midnight on Tuesday 31<sup>st</sup> May 2022**