

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

Head of Estates and Facilities

Full time, Permanent

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HEAD OF ESTATES AND FACILITIES

Contract: Full Time, Permanent

Salary: £53,850 to £61,808, p.a. (Including LWA)

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution at the leading edge of music and dance training. The Conservatoire provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

The Head of Estates and Facilities will manage the Conservatoire's estate, which includes the Stirling Prize-winning Laban Building and the iconic King Charles Court on the Maritime Greenwich World Heritage Site. You will oversee the further development and implementation of a new estate strategy. An important part of this will be the creation of an integrated plan for our capital, improvements and maintenance work making optimal use of directly employed staff and specialist contractors. You will lead a team of around 15 staff to undertake the successful delivery of a full range of services. You will be attuned to the needs of stakeholders and lead the department's drive to provide excellent customer service and value for money.

You must be highly motivated and committed. You will need excellent management skills and will need to work co-operatively with other staff in the Conservatoire. Great interpersonal and communication skills are crucial for complex and sensitive negotiations with a wide variety of stakeholders and external agencies, as well as a real commitment to a customer-focused approach. You will have an analytical approach to issues, with the ability to present solutions in a coherent and persuasive manner.

You will be appropriately qualified and will possess extensive relevant experience in an estates and facilities role within a Higher Education Institution or other complex organisation. Highly committed and proactive, you will be able to demonstrate a successful record of accomplishment in advancing service delivery, budget management and planning.

As an equal opportunities employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

Closing Date: 23:59 hours BST, 6 January 2019 (No Agencies)

Interview Date: Tuesday 15 January 2019

For any queries about this position that are not covered in the job pack, please email staffrecruitment@trinitylaban.ac.uk or Chloe Roper, People Services and Resourcing Officer on 0208 305 4382.

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.

Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

JOB DESCRIPTION

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|-------------------------|--|
| Post: | Head of Estates and Facilities |
| Department: | Estates and Facilities |
| Reporting to: | Director of Finance and Estates |
| Grade: | Grade 9 |
| Contract: | Full-Time, permanent |
| Line management: | Assistant Head of Estates, Estates Supervisor (X2), Estates Administrator. |

PURPOSE OF ROLE

To provide a comprehensive estates management service for Trinity Laban ensuring that all functions of the Estates and Facilities department's provision are conducted in a manner that promotes and furthers the corporate and strategic aims of the Conservatoire. In so doing the post holder will:

- Oversee the implementation of the Estates strategy adapting and updating it as circumstances change.
- Manage the in house Estates and Facilities team and the Conservatoire's facilities contracts, to provide a full range of services to the Conservatoire.
- Liaise with heads of departments and other stakeholders to create and implement an integrated programme of capital works, and maintenance that is consistent with the estates strategy, condition survey and meets the service needs of the Conservatoire.
- Provide input and professional advice, liaising with a variety of professionals and working alongside the Director of Strategy and Operations on major capital programmes planned for the medium term.
- Promote the efficient use of the Conservatoire's estate by ensuring adherence to the space allocation policy, conducting space audits and, amongst other things, liaising with colleagues in Registry.
- Create operational plans and manage the budget of the Estates and Facilities in accordance with the Conservatoire's policies and financial regulations.
- Ensure the Conservatoire complies fully with health & safety regulations and legislation, including those relating to fire safety.
- Act as the Conservatoire's principal liaison officer with landlords, for example the Greenwich Foundation, and Goldsmiths, University of London.
- Champion customer service, continual improvement and value for money.

Main duties

1 Head of Department responsibilities

- 1.1 To manage the Estates and Facilities team effectively to provide excellent service delivery and value for money.
- 1.2 To plan the provision of the entire department's functions including ensuring the Estates and Facilities team cover all required duties and that staff rotas are prepared and there is strict adherence to the Working Time Regulations.
- 1.3 To ensure excellent recruitment, induction, training and performance monitoring of staff in the Estates and Facilities department.
- 1.4 To ensure good communication to the department's staff and to stakeholders at all times.
- 1.5 To manage the Estates and Facilities budget with an emphasis on value for money whilst adhering to the Conservatoire's procedures and financial regulations.
- 1.6 To liaise with and to maintain an understanding of the needs and priorities of a range of stakeholders including members of the Executive, Heads of Departments, student representatives, landlords, and other organisations.
- 1.7 To ensure the timely completion of all statutory and regulatory returns and reports including those required by the Higher Education Statistics Agency, (HESA), and the Office for Students, (OfS).

2 Building/Facilities maintenance management

- 2.1 To create and oversee an integrated programme of capital works and preventative maintenance, taking into account the estates strategy, condition survey and making best use of directly employed staff and specialist contractors.
- 2.2 To advise on the specifications for maintenance contracts (e.g. lifts, boilers, heating/air handling systems), and, where appropriate, work with the procurement manager to place such contracts and to manage these contracts.
- 2.3 To advise on the placing of facilities contracts, for example, cleaning, security, catering services, janitorial supplies and postal delivery services, and to review them on a periodic basis.
- 2.4 To ensure emergency repairs or renewals are carried out promptly and cost- effectively.
- 2.5 To coordinate contractors and ensure minimum disruption to members of staff and students making arrangements for all parties to be fully informed before and during all building maintenance and repair operations.
- 2.6 To ensure that office furniture and equipment are in good repair and are maintained appropriately.
- 2.7 To oversee (in conjunction with the Head of IT) the practical implementation of the Conservatoire's telecommunications strategy including maintenance of data networks etc.
- 2.8 To advise on the efficiency of space usage liaising with heads of departments, the timetabling team and others as necessary.
- 2.9 To take the lead on environmental sustainability chairing an Environmental Working Group, advising on and overseeing a programme of works to move the Conservatoire towards meeting its environmental targets.

3 Risk management/Disaster Recovery and Health and Safety

- 3.1 To ensure compliance with the terms and requirements of the Conservatoire's insurance policies at all times.
- 3.2 To take the lead in consulting with fire officers over the Conservatoire's fire precautions and to oversee the Conservatoire's fire precautions and ensure that the detection and alarm systems are tested regularly and comply with relevant legislation.
- 3.3 To cover all Risk Management issues arising from the use of external suppliers for fundraising and other events.
- 3.4 To draw up and oversee a comprehensive Health and Safety policy for the Conservatoire and ensure that it complies with relevant legislation at all times.
- 3.5 To organise appropriate Health & Safety training for all staff in compliance with relevant legislation.
- 3.6 To ensure that the Conservatoire has the appropriate number of staff qualified in First Aid and that they receive regular refresher and re-qualification training as necessary.
- 3.7 To advise the Director of Strategy and Operations on the effectiveness of the Conservatoire's Business Continuity (Disaster Recovery) Plan, assessing risks and recommending strategies to reduce them.
- 3.8 To ensure compliance with asbestos, legionella and all safety regulations throughout the Estate.

4 Major Capital Development Projects

- 4.1 To provide professional input to the Conservatoire's major capital programme working with the Director of Strategy and Operations as necessary.
 - 4.2 To advise on the implementation of building work, in liaison with architects, surveyors, project managers and contractors.
 - 4.3 To assist with premises management and identifying and, if necessary, converting additional space as needed to meet the Conservatoire's growth objectives.
 - 4.4 To help plan the logistics of any moves including oversight of associated transport delivery issues, where necessary in collaboration with contractors and move management consultants
 - 4.5 To be responsible for the commissioning of new or remodelled mechanical and/or electrical services
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5 Other Duties

- 5.1 To maintain an up to date knowledge of grant aid from the OfS, local authorities, English Heritage etc. and capital funding initiatives.
- 5.2 To work with the Development office to provide support and encouragement to all potential benefactors and donors.
- 5.3 To understand the basis of the Conservatoire's academic and financial operation, including its Government funding through the OfS.
- 5.4 To assist the Executive team as and when necessary and undertake any other duties that may

reasonably be required by the Executive.

- 5.5 To champion best management practice through personal example and leadership; propose changes and developments that are rigorous, prudent and able to exploit available opportunities.
 - 5.6 To liaise with, and respond as necessary to, (in full co-operation with appropriate colleagues), such other institutions or organisations as may be involved in or associated with, the Conservatoire's development strategy and administration. These shall include, but not be limited to, the following:
 - Greenwich Foundation
 - English Heritage
 - Internal and External Auditors
 - Insurance Brokers
 - Office for Students
 - Higher Education Statistics Agency (HESA)
 - 5.7. To attend any conferences or seminars that may be appropriate to the post
 - 5.8. To provide at least quarterly reports for and attend when required, all internal Conservatoire meetings, which are appropriate to the post, these shall include but not be limited to the following
 - The Conservatoire's Board of Governors
 - The Finance and General Purposes Committee
 - The Audit Committee
 - The Principal's Management Group
 - Learning and Resources Committee
 - Student Affairs Committee
 - The Health and Safety Committee
 - 5.9 To be familiar with, and operate within the Conservatoire's general rules and regulations.
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THE POST HOLDER MUST:

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department, the Conservatoire's academic programme/performance offerings and the Conservatoire as a whole, wherever possible;

CONSERVATOIRE VALUES:

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

HEAD OF ESTATES AND FACILITIES PERSON SPECIFICATION

| Criteria | Specification | E/D | Measured By |
|---|--|-----------|-----------------------|
| Education/Qualifications | Appropriate Professional Qualification/Degree | Essential | Application |
| Postgraduate Degree/Full membership of an appropriate professional body | RICS, CIOB, CIBSE, RIBA or equivalent | Desirable | Application |
| Experience | Management of Staff | Essential | Application/Interview |
| | Being part of a team that manages a complex estate | Essential | Application/Interview |
| | Experience of ensuring statutory compliance, including all aspects of Health and Safety and fire safety | Essential | Application/Interview |
| | Experience of the provision of Health and Safety training | Essential | Application/Interview |
| | Experience of managing a "heritage" building | Desirable | Application/Interview |
| Knowledge or Understanding | A sound working knowledge of appropriate contracts and legislation including procurement regulations, health and safety, planning, property, construction and other relevant statutory regulations | Essential | Application/Interview |
| | Knowledge of building mechanical and electrical services. | Essential | Application/Interview |
| Skills and Abilities | Good oral and written communication skills | Essential | Application/Interview |
| | Logical and Analytical approach to problem solving | Essential | Application/Interview |
| | Excellent interpersonal skills with the proven ability to manage, motivate and negotiate | Essential | Application/Interview |
| | Attention to detail | Essential | Application/Interview |
| | Good IT skills with ability to use Word, Excel, PowerPoint and Estates Management system | Essential | Application/Interview |
| Personal Qualities | Outgoing personality, able to get on with a wide variety of people | Essential | Application/Interview |
| | Self-reliant and a self-starter | Essential | Application/Interview |
| Special Working Requirements | To live within reasonable travelling distance of the Conservatoire | Essential | Application/Interview |

Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

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| Contract: | Full-Time, Permanent subject to a 6 month probationary period. |
| Hours: | 35 hours, 1.0 FTE, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working may be required during busy periods and the post holder will be expected to reside within commuting distance of the Conservatoire. |
| Location: | You will be based across the Conservatoire at the Faculty of Music (King Charles Court, Old Royal Naval College), Blackheath Halls (Lee Road, London) and the Faculty of Dance (Laban building, Creekside). |
| Salary: | Trinity Laban Staff Salary Scale, Grade 9, Incremental Points 44 - 49, £53,850 - £ 61,808) p.a., inclusive of a London Weighting Allowance of £3,718 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts. |
| Holidays: | 25 days, in addition to Statutory, Bank and Public Holidays. |
| Sick Pay: | Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme. |
| Pension Scheme: | The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 18% of pensionable salary. |
| Staff Development: | Staff Development opportunities are available. |
| Library: | The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use. |
| Car Parking: | A limited number of parking spaces are available at the Laban Building, subject to availability. |
| Cycle to Work: | A cycle to work scheme is operated. |
| Child Care Voucher | A child care voucher scheme is operated. |
| Give as you Earn | A give as you earn scheme is operated. |
| Cafeteria: | Our Cafeterias/Licensed Bars at King Charles Court and the Laban Centre sites serve a range of hot and cold drinks and snacks with a staff discount on some items. |
| Events: | There is a wide range of music and dance performances each week, some of which are free to members of staff. |
| Classes: | Reduced rates access to Adult Classes. |
| Eye Care: | Vouchers for eye tests are available for VDU users. |
| Health: | Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department. |

INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only Conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit trinitylaban.ac.uk