



Estates and Facilities Manager

Applications are invited for this position of Estates and Facilities Manager. The salary will be according to qualifications and experience on the scale £34308 - £42155 per annum.

This is an exciting opportunity to join an expanding and dynamic educational institution. The successful candidate will need to demonstrate excellent organizational skills including balancing a varied workload, collaborating successfully with others and prioritizing competing demands with the ability to think ahead of issues. The Centre offers excellent remuneration and the chance to work in a rewarding, international environment.

Further particulars of the post, which all candidates are advised to consult, may be obtained from the Centre's website at www.oxcis.ac.uk. The closing date for applications is **25 November 2022**, however, the Centre will close this vacancy early if adequate interest is received before then.

Please send applications by email to Hr.Officer@oxcis.ac.uk. You should include a CV, covering letter and details of two references.

Oxford Centre for Islamic Studies

Job Description

Estates and Facilities Manager

Responsible to:	The Home Bursar
Responsible for:	Maintenance Technicians
Hours of work:	37.5 hours per week. Working hours 7.30am to 4.00pm. Some flexibility will be required at busy periods,
Salary:	In the range of £34308 - £42155 per annum
Benefits:	27 days leave per annum, excluding public holidays; Enrolment into OSPS pension scheme; lunches provided during term time (when available); six month probationary period

Main duties:

- Maintenance of Centre premises and residential properties.
- Manage the Centre's residential accommodation ensuring maximum occupancy, including responding to enquiries, preparing tenancy/licence agreements, and enforcing the terms of those agreements as and when required.
- Manage inventory checks on residential accommodation for incoming and outgoing tenants/licencees.
- Manage the Centre's commercial properties in liaison with the property agents.
- Plan for routine and preventative maintenance repairs and renewals, and respond appropriately to urgent and unpredicted repairs.
- Act as Line Manager for the Centre's Maintenance Technicians, including ensuring their appropriate training and efficient deployment and carrying out performance reviews as required.
- Prepare and manage the Estates and Facilities Department's annual budget, including LTMM Budget.
- Manage resources related to Estates and Facilities efficiently and effectively, ensuring optimum balance between cost and quality.
- Manage the Centre's grounds maintenance contract and work with the relevant personnel to ensure agreed specifications are met.
- Manage and ensure the safe operation of all water features in the Centre.
- Manage office space and telephone system allocations ensuring optimum use of facilities.
- Manage the Centre's property, corporate and residential insurances.
- Manage the Centre's electricity, gas, water utilities, business rates and council tax accounts.
- Manage the Centre's Building Management System and plants, ensuring they remain in a safe, secure and optimum functional state.
- Ensure maintenance schedules meet contractual, warranty and insurance requirements.

- Ensure compliance with all Occupational and Public H&S legislation (e.g. COSHH, DSE), and prepare all necessary Risk Assessments, Permits to Work and ensure all Contractors comply with obligations.
- Comply with all statutory testing and inspection regimes, including lifting equipment, mansafe systems, DSE, PAT, lightening conductors, asbestos, legionella, and emergency lighting.
- Check and test fire protections systems to ensure compliance with Fire Safety Regulations and review Fire Risk Assessments regularly.
- Regularly inspect fire safety equipment, escape routes and fire exits.
- Ensure Centre members, staff and residents are fully aware of all fire safety and evacuation processes and procedures.
- Ensure adequate personal emergency evacuation plans (PEEP) are in place for people with disabilities.
- Monitor the implementation of the Centre's Health & Safety Policy and contribute to the enhancement of this and any related policies.
- Act as manager for the Centre's HMO and 'selective' accommodation licenses.
- Advise the Home Bursar and senior management proactively about changes in legislation or official guidance related to Estates and Facilities.
- Manage renovation and refurbishment works in the Centre and its properties and the temporary realignment of service provision while works are in progress.
- Advise on Estates and Facilities related issues to the Centre's wider Capital Projects and Minor Works programmes.
- Manage Estates and Facilities contracts and procurement, including specification, tendering, contract negotiation, securing requisite licenses, warranties and assurances, snagging and budgeting.
- Enhance standard operating procedures and embed best practices in the Estates and Facilities department.
- Assist the Home Bursar in ensuring quality control and monitoring regulatory compliance in the Housekeeping and Catering departments.
- Manage electronic and paper filing related to the Estates and Facilities department in a legally compliant and easy-to-retrieve manner.
- Lead on environmental and sustainability issues across the Centre, including ensuring maximum efficiency in the Centre's energy consumption and providing regular reports and recommendations for improvement.
- Carry out 'on call' duties as a member of the Bursarial Management Team.
- Contribute to the development and roll out of conferencing and other occasional use of Centre premises.
- Liaise effectively with other managers in the Bursary department to ensure consistent and good provision of service from the department.
- Carry out any other reasonable task as requested by the Home Bursar or other senior member of staff.

Background to the Oxford Centre for Islamic Studies

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website, which provides further details of the Centre's work, is at www.oxcis.ac.uk.

The Centre Building

The Centre occupies purpose-built premises in Marston Road, Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The premises provide the Centre with accommodation for up to 66 scholars and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

Working at the Centre

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

Right to Work in the United Kingdom

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and Diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant to the post