

## Job Description

**Job Title**  
Estates Manager

**Reports To**  
Financial Controller

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### 1. Job Purpose

Lead the Estates and Maintenance team and provide effective and efficient facilities management of all David Lewis estates, buildings and properties complying with all legal, regulatory and internal control requirements.

To lead on the coordination, implementation, execution, control and completion of all estates maintenance, PPM, specialist sub-contractor and estates projects.

To ensure the highest standards of service delivery, corporate culture and personal values.

To ensure work carried out by contractors complies with all relevant legislation and is carried out in a safe manner compliant with relevant health and safety legislation.

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### 2. Principle Accountabilities

Delivery of the Estates budget, work programmes and projects as agreed with the Financial Controller.

Identify and organise the resources and support necessary for the function to operate effectively to deliver the expected standard of service within budget.

The development, implementation and control of all required processes and procedures for the Estates department.

To ensure that a rolling programme of planned maintenance of Estates buildings and properties is in place.

To ensure that a customer focussed reactive maintenance service is delivered to the satisfaction of all relevant stakeholders.

To provide technical advice and support to the trades teams and to ensure that they continue to develop the necessary qualifications, skills and knowledge to meet the needs of the service.

Set clear standards and targets for the teams – monitor performance and take remedial action if required on performance and behaviour, and ensure the continuous improvement of the service.

Identify safe, reputable and cost effective contractors and service contractors to support the work programmes within Estates.

Manage all contractors to ensure that they are working safely, meeting expected quality standards and working within the agreed scope, and that all relevant legislation, regulations and documentation are provided and complied with.

To design draft and submit project proposals and recommend options for requested projects.

Responsible for the planning, management, coordination and financial control of a project, overseeing the invoicing and any financial information is produced in a timely manner for the finance department.

Oversight of programme of works arising from Fire Risk Assessments.

Working with stakeholders to ensure projects are appropriately prioritised, clearly specified and delivered within budget and schedule.

Provide expert professional advice to the Executive team

To promote and support awareness of equal opportunities and to ensure that bullying, harassment and intimidation are not tolerated

In accordance with David Lewis policies, be familiar with and regularly refresh knowledge of the Aspects and Indicators of Abuse in relation to the protection and safeguarding of children/young people and vulnerable adults and to report all concerns, suspicions, allegations and incidents to the Lead Person without delay

To ensure that all health and safety responsibilities are discharged to protect the health and safety of self, employees and comply with best practice and legal requirements

To assist with any other ad hoc duties required as and when the business may require them.

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### **3. Performance Measures**

- No health, safety or environmental breaches.
  - No breaches of relevant building regulations
  - Delivery of agreed work programmes and projects within schedule and within budget.
  - Completion of PPM and maintenance issues within appropriate timescales
  - Ensuring that the right skills mix is in place to meet the need of the
  - Accurate maintenance and estates records are maintained
  - Compliance with all statutory and regulatory requirements relating to maintenance, estates & project work
  - Customer satisfaction and feedback
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#### 4. Key Competencies

- Leadership and motivation.
  - Intellect / Practical Creativity
  - Drive to deliver results
  - Commercial awareness
  - Strategic Awareness
  - Attention to detail
  - Communication and Influencing
  - Customer focus
  - Technical knowledge for design and build.
  - Operational knowledge in trades utilised.
  - Planning and organisational skills
  - Critical thinking, problem solving and decision making
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#### 5. Knowledge, Skills and Experience

- Relevant degree or Engineering/trade qualification (Essential)
  - Membership of relevant professional body.
  - Project management qualification (Desirable)
  - Highly experienced manager of teams and budgets within a construction, properties, estates or facilities management environment (Essential)
  - NEBOSH Health and Safety Certificate or equivalent (Desirable)
  - Fire Risk Assessor Certification (desirable)
  - Knowledge of building regulations and technical knowledge of building services (Essential)
  - Experience of sourcing and managing contractors (Essential)
  - Commercial awareness and adept at financial management and budgeting (Essential)
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**Disclosure and Barring Service (DBS) Checks:** This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check. Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).

To prevent abuse and implement good practice David Lewis ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists.