

Post Title: Estates Supervisor

Responsible to: Estates Team Leader (Operations or Technical)

Education and Professional Qualifications

Essential:

- Educated to HNC level or equivalent within a subject area relevant to the role or demonstrable equivalent work experience.
- Driving licence or ability to travel as required across regional campuses.
- Evidence of Continuous Professional Development.

Knowledge

Essential:

Demonstrable knowledge of:

- The requirements and delivery of an Estates operation within an FE environment.
- Sustainability and energy efficiency practices in an estates environment.

Skills and Competencies

Essential:

- The ability to build effective relationships, and develop networks, gaining the confidence and trust of individuals both internally and externally.
- Demonstrate initiative to identify and develop opportunities for service development.
- Excellent communication, negotiation and interpersonal skills with the ability to communicate in a range of formats, both oral and written.
- Excellent planning and organisational skills.
- The ability to develop creative solutions to address a wide range of challenging and unforeseen issues.
- Ability to work flexibly across all campuses in the region.

Professional Experience

Essential:

- Experience of working within an Estates or support service function, preferably in an FE environment.
- Experience of delivering high quality estate or support service function in order to meet operational aims and objectives.
- Experience of supporting and leading on elements of small projects or events within an organisation.
- Evidence of developing innovative and creative solutions to achieve successful outcomes.