

Job Description

Job Title	Estates Manager
Salary Scale	LIPA Scale 9-10 (£39,906 - £46,049, pay award pending)
Responsible To	Head of Estates and Facilities
Responsible For	Estates Supervisor Estates Technicians / General Assistants Security Team Leader and Security Officers Specialist maintenance contractors
Number in Post	1
Date Drafted	September 2026

Job Purpose

To manage the day-to-day operation of the Institute's estate, ensuring a safe, compliant and well-maintained environment for students, staff and visitors and to facilitate events taking place across the campus, ensuring that external stakeholder requirements are met.

The postholder will lead the operational estates team, co-ordinate maintenance activities, manage contractors, oversee security operations and ensure effective delivery of planned preventative maintenance programmes and statutory compliance activities.

Major Tasks

1. Operational Management
2. Maintenance and Repairs
3. Compliance
4. Security Management
5. Contractor Management
6. Team Leadership
7. Budget Monitoring
8. Duties Common to All Employees

Job Activities
Major Task 1: Operational Management
1. To lead the day-to-day delivery of estates services. 2. To manage the allocation of work across the estates team. 3. To ensure responsive delivery of maintenance requests. 4. To monitor service standards and customer satisfaction and report on adherence with key performance indicators. 5. To put in place a proactive structure of estates management that identifies and resolves issues before they are escalated to senior management or become more significant.
Major Task 2: Maintenance and Repairs
1. To develop and maintain planned preventative maintenance schedules. 2. To ensure reactive maintenance issues are addressed promptly. 3. To maintain accurate records of repairs and inspections. 4. To oversee condition surveys and asset registers.
Major Task 3: Compliance
1. To manage day-to-day compliance activities. 2. To co-ordinate statutory testing and inspections. 3. To maintain compliance documentation. 4. To support audits and inspections.
Major Task 4: Security Management
1. To manage the operational delivery of the security service. 2. To ensure effective campus access control arrangements. 3. To manage incident reporting and investigations. 4. To oversee security rotas and contractor performance in liaison with the Security Team Leader. 5. To support emergency response arrangements.
Major Task 5: Financial Management
1. To co-ordinate contractors working across the estate. 2. To ensure contractor compliance with health and safety requirements, including risk assessments etc. 3. To monitor contractor performance and service delivery.
Major Task 6: Team Leadership
1. To manage recruitment, induction and performance management of estates staff. 2. To develop staff skills and training plans. 3. To promote effective teamwork and communication.

Major Task 7: Budget Monitoring
1. To monitor operational budgets. 2. To authorise expenditure within delegated limits. 3. To identify opportunities for efficiencies and value for money.
Major Task 8: Undertake duties common to all LIPA employees
1. To maintain personal and professional knowledge through CPD, keeping up to date with law changes and our own policies and procedures. 2. To work flexibly, including contributing to Institute projects of a general nature and providing cover for other staff. 3. To participate in staff appraisals and training programmes as required. 4. To carry out duties at all times with due regard to all Institute policies as agreed and revised from time to time. 5. To build successful working relationships across the Institute with colleagues at all levels.

Notes:

The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual. If, however, after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in the present location or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Due to the nature of this role, it is anticipated that the postholder will be expected onsite at all points during the working week.

Hours:

37.5 hrs per week, Monday – Friday, although there may be situations whereby the postholder will need to put in extra hours to ensure that, for example, agreed project deadlines are met.

Person Specification – Estates Manager

Criteria	Importance	To be identified by:
Education and Qualifications:		
Undergraduate degree qualification, ideally in a related subject such as engineering or surveying.	Essential	Application / Qualification Certificates
If an unrelated degree, experience of working in building management roles for 5+ years.	Essential	Application / Qualification Certificates
Institute of Workplace and Facilities Management membership.	Desirable	Application / Qualification Certificates
Health and Safety qualification.	Desirable	Application / Qualification Certificates
Experience / Knowledge:		
Experience managing maintenance operations.	Essential	Application / Interview
Experience supervising maintenance teams or contractors.	Essential	Application / Interview
Experience managing compliance activities.	Essential	Application / Interview
Experience in a customer-facing operational environment.	Essential	Application / Interview
Experience in an education environment.	Desirable	Application / Interview
Experience managing security operations.	Desirable	Application / Interview
Experience using Building Management / Computer Aided Facilities Management systems.	Desirable	Application / Interview
Skills and Abilities:		
Strong organisational skills and an ability to plan and prioritise workloads.	Essential	Interview
Excellent interpersonal communication skills with a customer focussed and service mindset.	Essential	Interview
Team leadership capability.	Essential	Interview

Criteria	Importance	To be identified by:
Good IT and record management skills, especially Microsoft Office products (Excel, Outlook, Word).	Essential	Application / Interview
Problem-solving and decision-making ability.	Essential	Application / Interview
Enthusiasm and flexibility – positive and enthusiastic with a can-do approach.	Essential	Interview
Calm under pressure.	Essential	Interview
Flexible and dependable.	Essential	Interview
Attention to detail.	Essential	Interview
Commitment:		
To diversity, inclusivity and ethical practice	Essential	Application / Interview
To the provision of a high level of service to our customers	Essential	Application / Interview
Other Requirements:		
Ability to obtain a DBS disclosure which is satisfactory to LIPA	Essential	Application / DBS application clearance