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| Job Title: | Maintenance & Grounds Manager | Location/Service: | E&F |
| Department: | E&F | Reports To: | Group Estates Manager |
| Responsible For: | The Maintenance and Grounds Sub Department | Budgetary Responsibility: | Op Ex Budgets |
| Level of DBS Check Required: | Enhanced | Expected Regulatory Responsibility: | Lead for Sub Dept |
| Does the role require travel to multiple sites? | Yes |
| Purpose: | | | |
| The Maintenance and Grounds Manager is the lead person for the Maintenance and Grounds sub department within the Estate and Facilities function.  They will lead the team, and delegate works and responsibilities to the Supervisors and Operatives.  This role is responsible for the fabric and quality of our built and external environments ensuring repairs and improvements are made with agreed timeframes.  The role will ensure homes and buildings are refurbished to a high standard whilst managing contractors in a safe and controlled way adhering to Contractor (Design and Management) Management 2015 Regulations.  They will take a lead role in our compliance to legislation including Fire and Legionella and ensure checks and servicing are completed within agreed timeframes.  The role will require regularly meetings with key relationships to update on and book in works. | | | |
| **Key Role Responsibilities/Accountabilities:** | | | |
| * To work effectively as part of the management team and contribute to achieving business/service objectives. * To work closely with in-house trades, plumbers, electricians & painters to plan works across sites. * To actively develop & maintain good working relationships with:   staff and people supported, contractors and trades, visitors and outside agencies   * Ensure all parts of the services environment are safe, welcoming, in good repair and are sensitive to the needs of the individual * To ensure staffing levels are maintained & the effective deployment of staff across the services on a day-to-day basis focusing on the skills of individuals. * To ensure compliance to mandatory training, alongside maintaining additional role specific training or development of staff. * Responsible for the overall team delivery of all compliance checks & recording relating but not exclusive to: fire safety & prevention, legionella, electrical safety, powered equipment, premises & grounds. * Ensuring tidy and clean grounds with clear access for emergency services. * Booking & onsite management of contractors for specific servicing or repairs at sites. * To ensure workshops, sheds and stores are maintained in safe & tidy condition. * Ensure security of site premises across the Group * To carryout Risk Assessments when required relating to staff and to tasks. * Support the Group Estates Manager as required on specific projects and developments on sites * To order supplies and resources as required for maintenance of the properties and estates * To attend any training as required and take part in a positive manner. * To supervise and lead a team. * To maintain and develop areas of relevant knowledge and qualifications specific to the role   N.B. The post holder may be expected to undertake additional responsibilities that are reasonably required, appropriate to grade and capability. This job description will be regularly reviewed, involving the post holder, to ensure that it continues to reflect service priorities and developments. | | | |
| Legal and Statutory Responsibilities for all Colleagues: | | | |
| Safeguarding: All colleagues have a duty to maintain a basic level of understanding of safeguarding, signs of  neglect or abuse and how to raise a safeguarding concern as outlined in the organisations Safeguarding and  Whistleblowing policies.  Health & Safety: All colleagues have a duty to take reasonable care for the health and safety of themselves and others. This includes contributing to a safe and secure environment for the people who use our services.  Training Compliance: All colleagues are responsible for maintaining compliance with all mandatory training required for the specific job role they undertake or service they work in, any required qualifications and maintaining any required professional registrations to ensure professional skills and knowledge remain up to date.  Information Governance: All colleagues have a duty to main the confidentiality and integrity of any sensitive or personal data that they access or use within their role.  Diversity and Inclusion: All colleagues are expected to contribute to the development of an inclusive workplace and treat others with dignity and respect at all times.  Line Management: Roles with line management responsibility are expected to ensure all direct reports, and teams they oversee, receive the appropriate levels of supervision and have an annual performance review and contribute to a culture of continuous improvement and development. | | | |
| Person Specification: | | | |
| **Knowledge**   * Essential - Knowledge of how and when to perform tasks related to garden and grounds development and maintenance safely and effectively * Essential - Knowledge of Health and Safety requirements in the workplace, including risk assessments, Fire Safety and Legionella Regulations   **Skills and Abilities**   * Essential - Ability to manage own time and multiple tasks effectively, working autonomously and using own initiative. * Essential - Ability to communicate effectively, including ability to complete reports manually and electronically * Essential - Ability to maintain appropriate levels of confidentiality * Essential - Ability to work flexibly to meet the requirements of the role * Essential - Ability to plan and chair meetings.   **Qualifications**   * Essential - No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of people who use our services or staff * Essential - Current Full UK driving licence * Desirable - Level 4 Management Qualification * Desirable - IOSH Managing Safely   **Experience**   * Essential - Experience of implementing a safe system of working with tools, equipment and hazardous materials. * Essential - Experience in managing a Grounds or Maintenance team across multiple sites. | | | |
| Our Values and Key Attributes: | | | |
| All colleagues are expected to operate in line with our Values and Behaviour Framework at all times. The framework outlines our core values and the behaviours that we consider to uphold each of our values, as well as universal attributes we consider to underpin everything we do.  Our Values  A black and orange text  Description automatically generated  We put the people we support, families and colleagues at the centre of all we do.  A black background with blue text  Description automatically generated  We recognise that quality comes from our commitment to best practice, improvement and learning; not just compliance.  A blue circle with a white house in the middle  Description automatically generated  A pink and black sign with text  Description automatically generatedWe are passionate about improving lives and work together to enable the people we support to achieve their aspirations.  We embrace a culture of trust and safety so that each of us can perform to our best and thrive.  Universal Attributes  A close-up of a logo  Description automatically generated  Communication is a two-way street; as well as honesty, we actively listen so we can  understand the needs and views of others.  A close-up of a logo  Description automatically generated  Good collaboration between individuals strengthens the team as a whole, enabling  us to share ideas, encouraging others to adopt new skills, while learning from others  ourselves.  A close up of a sign  Description automatically generated  By taking a non-judgmental approach, we can demonstrate empathy and be seen  as approachable, while respecting the culture and opinions of our peers.  A close up of a logo  Description automatically generated  We are accountable for our own actions, and by sharing the lessons we learn in our  working lives, we do things better individually and more broadly as an organisation. | | | |

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