JOB DESCRIPTION

Post	**: Assistant Director of Operations**
Grade	**: £ 35,000 to £40,000**
Responsible to	**: Director of Operations**
Responsible for	**: Premises staff (2 FTE); Cleaning Manager and Cleaning staff (23.7 FTE)**
Date Job Description Produced	**: March 2013**

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1. Main purpose and scope of the post

1.1 To deputise for the Director of Operations as required.

1.2 To ensure that all health and safety, fire, buildings, plant, hazardous substances, machinery and equipment testing, inspections, maintenance, certifications are performed in compliance with relevant legislation, procedures and processes.

1.3 To co-ordinate the planned and day to day maintenance of the college building to ensure that a safe, compliant and high quality learning and working environment is provided.

1.4 To advise the Director of Operations on all aspects of Health and Safety and Fire Precaution measures to be adopted by the College.

1.5 To develop health and safety polices/procedures and support for existing and new regulations when required.

1.6 Conduct a programme of management Health and Safety inspections on a frequency determined by level of risk, making recommendations and producing written reports on behalf of Director of Operations. Ensure that the HSE are notified as required under legislation.

1.7 To carryout investigations and keep accurate records as required under Health and Safety, COSSH legislation, water hygiene and fire precautions. Provide reports and analyse data as required.

2. Specific duties

2.1 To ensure that effective immediate, medium-term and long-term maintenance arrangements are in place for the College's physical resources.

2.2 To monitor the contracts in place (e.g. boiler maintenance) and liaise with contractors and their operatives as required.

2.3 In liaison with the Director of Operations issue default and penalty notices to contractors.

2.4 To assist in the development of policies and procedures which meet statutory requirements and reflect best practice.

2.5 To comply with all relevant Health & Safety Regulations and assist the College in the implementation of its own Health & Safety Policy. Review developments in legislation or regulation and the impact on the College as necessary.

2.6 To assist in the development of key performance indicators, self-assessment reports and quality assessment processes for monitoring all resourcing activities.

2.7 To strengthen the College's capability in the further development and leadership of our existing resource management systems.

2.8 To take an active role in the preparation of the estates budgets and exercise budgetary control over the Premises, Health and Safety and Cleaning areas.

2.9 To monitor and report on compliance with risk assessments, method statements and student training records are in place.

2.10 To carry out and maintain risk assessments as required eg common areas, roofs, boiler rooms.

2.11 To recruit, train and maintain the appropriate numbers of first aiders and fire wardens to meet the College's legal requirements.

2.12 To accurately record and maintain records such as accident/incident/near miss records for Health and Safety purposes and dually investigate as necessary. Produces regular reports and analyze data. Update manual and database records as required.

2.13 Attend Health and Safety Committee, and Risk Management and Business Continuity meetings as required.

3. Other

3.1 To promote Health and Safety awareness in Managers, staff and students and provide adequate training as required.

3.1 To comply with the College's Equality and Diversity Policy.

3.2 To participate in in-house continuing professional development.

3.3 To carry out any other duties as may reasonably be required

4. General

4.1 Further education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

4.2 This job description will be reviewed annually during the appraisal process and may be varied in light of the business needs of the College.

4.3 The appointment will be made on a spot salary. The payment of annual cost of living increases will be subject to satisfactory performance and budgetary considerations.

4.4 The duties of post are normally confined to the hours of 08.45 to 17.00. the College is, however, open to students on the basis of a three session day and operational needs may require the post-holder to undertake evening duty, within the 35 hour or pro-rata week, when requested by the Director of Operations.

PERSON SPECIFICATION

Post Title: Assistant Director of Operations Grade

Notes to candidates: Please study the items in this Person Specification carefully and when completing your Application form, try to describe your knowledge, skills and experience in terms of those particular items.

		Essential Requirements		**Desirable Requirements**
Knowledge relevant to the job	1.	A NEBOSH National Diploma or equivalent qualification	23.	Experience of working in an educational environment.
	2.	Degree or equivalent		
	3.	Knowledge and experience of developing and delivering training courses.		
	4.	To be able to demonstrate knowledge of building maintenance and health and safety legislation.		
	5.	A clear understanding of the value and purpose of effective strategic planning.		
	6.	Knowledge of relevant Acts, Regulations and Legislation.		
Experience		***Essential Requirements***		
	7.	Implementation and monitoring of policies and plans including accident and incident investigation, reporting and analysis.		
	8.	Experience of successfully promoting effective relationships between staff, and the community.		
	9.	Experience of successfully managing budgets.		
	10.	Experience of managing teams/staff.		
Aptitude and Skills	11.	The personal strength of character, integrity and authority to be decisive and		.

		to inspire confidence in partners, peers and subordinates.
	12.	The quality of being approachable to staff, students and representatives of partner organisations.
	13.	Ability to plan and effectively manage
	14.	The ability to set and achieve demanding performance targets
	15.	The ability to communicate effectively and to translate ideas into viable action.
	16	Strong analytical skills and rigorous attention to detail.
Work Related Circumstances	17.	The ability and willingness to undertake relevant staff development.
	18.	The qualities of a team player; the ability to work flexibly and effectively as a member of the management team and to make a positive contribution.
	19.	Willingness to work variable hours when necessary to meet the requirements of the post.
Attitudes and Beliefs	20.	Commitment to operating in a healthy and safe environment.
	21.	Commitment to high professional and personal standards of work and of conduct.
	22.	Commitment to a policy of equality and diversity of opportunity which is relevant to all students, staff, clients and members of the public.