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**PG**

**8008**

**Post Specification**

**Organisational**

**Support**

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| **Date** | **December 2023**  |
| **Post Title** | Estates Coordinator |
| **Job Family Role Profile** | **OS12** |
| **Final Grade** | **12** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post**  |
| To support the delivery of a high quality, effective and efficient estates function to ensure Cumbria Fire and Rescue Service meets its statutory functions. The Estates coordinator will need to work closely with colleagues to deliver the strategic objectives for the CFRS estate and ensure it meets all its legal and statutory requirements.  |
| **Key job specific accountabilities** |
| 1. To coordinate, monitor and manage the delivery of estates management activity to help ensure that the Service’s portfolio of properties is fit for purpose and operate effectively and efficiently.
2. Support with the development and delivery of plans to ensure the Service’s estate is compliant with the relevant legislation and Service requirements.
3. To work with the Service H&S manager to ensure workplace compliance to all relevant health, safety and welfare requirements.
4. To liaise with external contractors to ensure works are delivered to the agreed specifications and plans are communicated to relevant stakeholders. This will include confirming work has been completed to the required standard.
5. Manage the CFRS HQ building in Penrith, ensuring effective day to say running of the building for staff, visitors and other agencies.
6. To be a key point of contact for teams within the Service for property related issues.
7. To work with a range of functions and support the delivery of Service priorities. This will include working with Service Delivery Managers to plan and commission improvement works.
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| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | * Support the management of the CFRS Estate budget:

Capital expenditure – £1m allocated in capital programme per annumRevenue Expenditure - £2.497m per annum |
| **Staff Management Responsibilities** | * Manage a number of individuals within the estates team
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| **Data Management Responsibilities** | * Responsible for data relating to estates management
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| **Other** | * None
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| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| * NVQ 3 or 4, or equivalent, or equivalent experience within the relevant work area.
* Knowledge of the procedures and approaches in the area and an understanding of general organisational procedures, regulations and legislation, as applicable.
* Thorough understanding of own area and able confidently to give considered advice both within and outside the organisation.
* Detailed knowledge of service/business area and context of operation.
* Knowledge Health and Safety and related procedures and policies and how they apply to the work area.
* High level of technical skills.
* Knowledge of policy and procedure development and application.
* Good interpersonal skills.
* ICT competent with skills relevant to the work area.

**Desirable Criteria:*** Higher National Diploma (HND) in relevant subject
* Membership of a facilities management body, e.g. Institute of Workplace Facilities Management
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| **Disclosure and Barring Service – DBS Checks** |
| * Standard DBS check
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| **Job working circumstances** |
| **Emotional Demands** | * Minimum as expected for role
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| **Physical Demands** | * Minimum as expected for role, requirement to inspect properties and work undertaken
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| **Working Conditions** | * Ability to travel independently across and outside Cumbria
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| Other Factors |
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