



UNIVERSITY of
BRADFORD

Job Description

Compliance & Contracts Manager

Estates Services

Directorate of Infrastructure



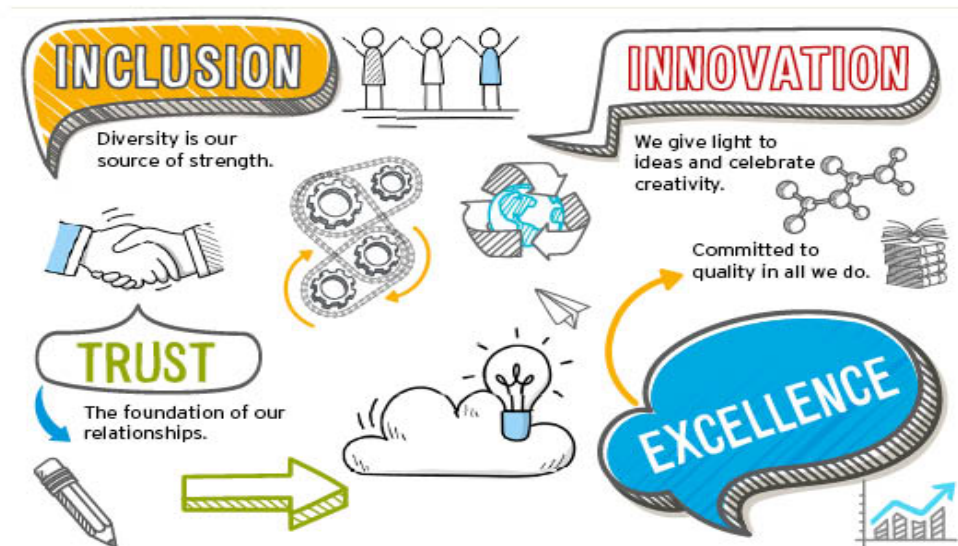
Brief summary of the role

Role title:	Compliance & Contracts Manager
Grade:	9
Faculty or Directorate:	Directorate of Infrastructure
Service or Department:	Estates Services
Location:	City Campus with travel to other facilities as required
Reports to:	Head of Estates
Responsible for:	Planned Maintenance Manager Trade Assistants
Work pattern:	Monday to Friday, with occasional weekend working. Management escalation rota to cover 24/7/365

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• A level 6 (Degree) qualification in a relevant subject area (Facilities Management, Maintenance, Engineering, Building Surveying, Quantity Surveying, Contract Management, etc) or relevant professional experience in one of these disciplines.
Desirable	<ul style="list-style-type: none">• Training and/or qualifications relating to Computer Aided Facilities Management (CAFM) systems, Integrated Workplace Management Systems (IWMS) or an Enterprise Asset Management (EAM) system such as Planon, ServiceNow, Maximo, SAP or similar.• A qualification related to procurement under the Public Sector Procurement Regulations (e.g. CIPS).• Competency-based membership of a relevant institution (e.g. IWFM, RICS, CIBSE, etc).

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Experience of managing the provision of estates and building maintenance services.• Extensive knowledge of UK maintenance standards and processes.• Experience of working for a facilities management or maintenance service provider or an organisation with a large team that self-delivers these services.• Knowledge and experience of procurement, appointment and management of specialist contractors and
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	<p>consultants.</p> <ul style="list-style-type: none"> • Strong administrative skills in respect of chairing and attending committees, managing meetings and preparation of reports. • Knowledge, understanding of and recent experience of the application of current UK legislation, particularly relating to Health & Safety, statutory compliance and environmental standards. • Knowledge and experience of reviewing and approving maintenance contracts under UK legislation.
Desirable	<ul style="list-style-type: none"> • Knowledge and experience in the application of a Computer Aided Facilities Management (CAFM), Integrated Workplace Management Systems (IWMS) or an Enterprise Asset Management (EAM) system to the management of maintenance activities in a large, multi-building organisation. • Experience of working with stakeholders from a research or laboratory environment. • Experience of drafting and publishing standards and processes plus the auditing of compliance to these.

Personal attributes

Essential	<ul style="list-style-type: none"> • Confident communicator, with the ability to deliver written and oral reports to senior management. • Flexible, self-motivated, enthusiastic and committed. • Able to work on own initiative and as part of a team. • Honesty, integrity, sensitivity, tact and diplomacy.
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| | <ul style="list-style-type: none">• Assertiveness and self-reliance.• A commitment to delivering EDI.• Committed to continuous self-development. |
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Main purpose of the role

This is an important role within the University's Maintenance Team. The postholder will be responsible for demonstrating how the University meets its legal requirements in relation to buildings, plant and equipment. You will also lead our approach to the compliant and effective use of maintenance contracts and support the wider team with the provision of facilities management IT systems.

As technical lead within the Maintenance team, you'll oversee the provision of safe-systems-of-work and build, monitor and update a long-term maintenance plan for the University.

Main duties and responsibilities

1. Develop and implement strategy relating to compliance of buildings, plant and equipment across the University's estate, contributing to the delivery of the overall Maintenance Team strategy.
2. Develop, advise on and submit for approval – through the University governance – plans and initiatives which deliver an operational and compliant fit-for-purpose estate; and then to manage the delivery of approved activity from inception to completion.
3. Act as a lead specialist for estates compliance and maintenance contracts matters in developing the Maintenance Strategy, including responsibility for establishing safe-systems-of work (SSOW) and protocols to ensure our teams work in a compliant manner. Following assessment by the Authorising Engineer, you will act as Senior Authorised Person (SAP) and Responsible Person (RP).
4. Act as the Estates Service adviser in developing timely and cost-effective responses to new and emerging legislation relating to maintenance and statutory compliance matters.
5. Develop compliant procurement frameworks for consultant and contractor selection relating to maintenance services. To include Long-term Maintenance in addition to statutory compliance and day-to-day maintenance arrangements.
6. Ensure the University's suppliers are identified, contracted and their performance managed and supported by the Procurement Service, periodically review contracts to achieve optimum performance, quality and value for money.
7. Manage the Compliance Contracts Team to provide systems that support the Maintenance Strategy. These will include but are not limited to; Computer Aided Facilities Management (CAFM) systems / Integrated Workplace Management Systems (IWMS) / Enterprise Asset Management (EAM) systems, maintenance standards (e.g. BESA SFG20, CIBSE Guide M) and insurance inspection portals.
8. Prepare for approval the Long-Term Maintenance (LTM) programme relating to buildings, grounds and property, drawing on the condition survey, external

benchmark, and sector-wide good practice in conjunction with the University's strategic plan.

9. Liaise and build effective working relationships with colleagues and other contacts within the Infrastructure Directorate and across the wider University. Liaise with Schools, Faculties and Departments regarding compliance and maintenance contracts.
10. Represent the Maintenance Team and the wider Estates Service as required on internal and external committees and external bodies.
11. In conjunction with the Head of Estates, drive a zero-tolerance safety culture within the Estates Service and amongst external contractors to ensure the delivery of a safe, healthy and secure environment for students, staff and visitors, adhering to the requirements of the University Health & Safety policy statements, procedures and arrangements.
12. Manage effective communication of maintenance standards with all relevant groups across the University to ensure that the provision of fit-for-purpose facilities is maintained.
13. Lead and manage the Compliance & Contracts Team throughout the cycle of selection, recruitment, development and performance management, demonstrating and championing University and Infrastructure Directorate values.
14. Ensure staff have a clear understanding of the priorities within the Estates Team and understand how their performance, development and contributions relate to the University's strategic aims and objectives.
15. Utilise effective communication and management techniques to establish and develop a committed and motivated team, that is focused on delivering an effective and efficient service
16. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)
17. Carry out any other appropriate work as may be deemed necessary by the Head of Estates and Associate Director of Estates.

The post holder will be required to respond to emergency management escalations outside normal working hours. This would not become effective until after serving a suitable probationary period of employment.