



HEAD OF ESTATES

BACKGROUND INFORMATION

Avon Fire Authority is responsible for making provision to promote fire safety, undertake fire-fighting and rescues from road traffic accidents, and respond to other emergencies in the area covered by the 4 Unitary Authorities in the former Avon area (Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire).

Avon Fire Authority employs a Chief Fire Officer / Chief Executive to manage Avon Fire & Rescue Service on a day-to-day basis.

With an annual budget in excess of £50 million, the Service delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

Avon Fire & Rescue Service employs over 800 staff made up of whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support and Corporate Services.

The Service has a diverse and complex blend of premises including 21 operational fire stations, together with training centres and offices, and Headquarters in Portishead near Bristol which the Service currently leases. The Service Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath. Avon Fire & Rescue Service is part of a PFI for a training centre that it uses jointly with Devon & Somerset and Gloucester Fire Services, with the PFI ending in 2028. As an emergency service, the majority of our sites need to operate 24/7 and this remains the case during maintenance, redevelopment and rebuilding.

The Head of Estates leads a team within the Corporate Services Directorate, and reports to the Director of Corporate Services. The Directorate provides specialist support to Avon Fire & Rescue Service to enable it to achieve its corporate objectives, targets and service requirements.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. These DBS checks will be renewed throughout employment.



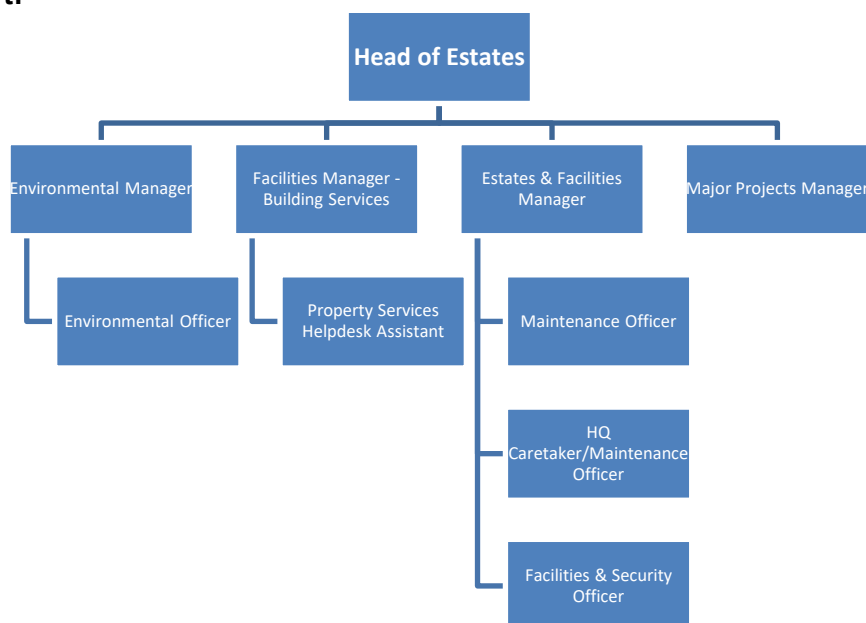
Job Description, Core Values and Person Specification

Job Title	Head of Estates
Post Number	5001
Grade	HAY 3
Duration of Post	Open ended
Hours	37 per week Flexible working provisions, including job sharing, may be available.
Directorate	Corporate Services
Unit or Team	Estates
Reports to (give job title)	Director of Corporate Services
Line management or supervisory responsibilities	Yes
If yes, for which team/s or post/s	Estates Team
Responsibility for managing a budget	Yes
If yes, approximately how much	Joint responsibility for capital budgets in excess of £30M. (Plus sole responsibility for annual revenue budget c £2.5M).
Date job was evaluated	Checked 23 September 2023

Purpose of Job:

To manage and control Avon Fire & Rescue Service's professional property management services relating to the repair, maintenance, alteration and improvement of the Fire Authority's buildings and premises. This will include: facilities management services, sustainability and environmental functions, rental agreements and associated income generation, and the procurement and management of all related contracts and professional services.

Structure Chart:



Responsibilities and Duties:	
1.	Oversee, and be accountable for, the efficient and economic management, maintenance and security of the Service's property and land in line with the needs of an emergency service, regulatory requirements and the interests of the wider organisation with its focus on inclusion, health and safety and environmental sustainability.
2.	Using estates knowledge and networks, responsible for the development, implementation, and maintenance of the Service's Estates strategy to enable the Service to best utilise its property and land assets to respond to the changing needs of an emergency service. This strategy is underpinned by the standards required for an emergency service, 24/7 availability of the built facilities, financial affordability, and alignment with local authority plans.
3.	As part of the Service Leadership Team (SLT), be a visible, adaptable, and values-based leader helping to role-model, deliver and drive forward wider Service improvements and cultural change. This activity links to the Service's focus on people and culture changes and will require attending the appropriate internal and external groups and networks to represent the SLT and responding to organisational matters which are not limited to Estates.
4.	Responsible for preparing and submitting high quality reports, papers and business cases to the Director, Avon Fire Authority, SLT, SLB Board in respect of Estates, and present these papers to senior and, at times, public audiences, responding appropriately and effectively to scrutiny and questions.
5.	Provide professional expert advice, guidance, and recommendations to SLB and Avon Fire Authority in respect of estates development, usage and compliance issues informed by comprehensive surveys, reviews of property performance data and risk analysis with regard to legislation, policy, and good practice.
6.	Working closely with the finance team, responsible, and accountable, for managing a significant capital budget in excess of £15M including developing budgets, providing reports and forecasts to ensure the Service receives value for money, and that spending is within preset limits and compliant with the Fire Authority's financial regulations. There is also a requirement to identify potential funding streams and grants which could be levered to assist the Service with innovation and acceleration of its Estates and Environmental objectives.
7.	Responsible and accountable for the leadership, management, development, and performance of the Estates team to ensure it is efficient and effective, innovative, and achieving its unit plan objectives and targets on time and the required standard.
8.	Responsible for the oversight of individual and multiple Major Capital Construction and Engineering Projects (including refurbishment, new build, acquisitions, and disposals) to time, budget, standard and legislative requirements and in consultation with key internal and external stakeholders. These projects may run concurrently and are complex due to most sites needing to remain operational 24/7 during any works. Delivery of Major Capital Projects may be supported by independent Quantity Surveyors and Consultants where necessary.
9.	Lead, manage and coordinate estates-related action on other major projects, as required, including complex corporate projects.
10.	Responsible for preparing tender documents related to construction and property management, carrying out tender evaluations and the appointment of contractors/service providers as required, including issuing legal documentation/agreements, certificates, etc.
11.	Responsible for ensuring the effective contract management of multiple suppliers and work contracts to ensure deadlines and quality standards are met within budget, work activities are risk assessed at all stages to maintain health and safety requirements, contract variations are made if appropriate, and appropriate action taken to address performance issues.
12.	Overall responsibility for tenancy, lease and rent agreements.
13.	As part of the Service's focus on transformation, efficiency, and effectiveness, responsible for bringing innovation, monitoring and measurement to ensure delivery and value for money services within the Estates Team systems, structures, and practice and the wider organisation to improve efficiency and effectiveness.

14.	Responsible for building strong and effective working relationship internally and externally to understand wider business, and local authority, needs and ensuring a communicative and consultative approach to progressing Estates work and Service strategy and policies.
15.	Responsible for having strategic oversight of the work of the Sustainability and Environmental function which currently sits within the Estates Unit, and completion of the Estates aspect of our environmental and sustainability initiatives and improvements.
16.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with the Director.
Special Notes or Conditions:	
1.	Avon Fire & Rescue Service requires all staff and leaders to promote equality and diversity by: - ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination; - treating members of the public and other Service staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
2.	This role is based at Police and Fire Headquarters, Portishead. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within the Service area or work from home, for which we will pay allowances where appropriate.
3.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. The Director will confirm if this applies to this post.
4.	If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
5.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
6.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
7.	All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support the Service's Environmental Strategy, Policy and Objectives.
8.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
9.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include Service branded corporate clothing (for example when representing the Service externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
10.	All posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. These DBS checks will be renewed throughout employment and are fully funded by the Service.

Avon Fire & Rescue Service Core Values			
8.	Avon Fire & Rescue Service expects all employees to accept and work to our Core Values during the course of their employment. These Values require us all to be: • Respectful • Honest • Courageous • Ambitious • Inclusive • Transparent		
Signed confirmation that this Job Description accurately reflects the requirements of the job:			
Job Holder's Manager			Date
Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire & Rescue Core Values:			
Job Holder			Date

See following page for Person Specification

Person Specification				
Job Title	Head of Estates			
Post Number	5001			
Grade	HAY 3			
Qualifications, knowledge, experience, skills and personal attributes required for the job:				
	E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview		
		A	T	I
Qualifications/Knowledge				
A relevant higher or further education qualification in Building or Facilities Management or a related subject such as Engineering, Construction or Surveying.	E	X		X
Up-to-date and extensive knowledge of relevant legislation, statutory compliance, best practice and research in building services construction, health and safety and sustainability.	E	X		X
Membership of a relevant professional body (or a willingness to undertake further professional qualification-based training in a relevant field), (eg Royal Institution of Chartered Surveyors, Association for Project Management, Institute of Workplace and Facilities Management).	E	X		X
An understanding and knowledge of the Fire Service or another similar Public Sector organisation including statutory requirements, compliance, systems, structure, stakeholders, and culture.	E	X		X
Proven successful experience and knowledge of energy management, environmental considerations, and sustainability in relation to Estates management operations.	D	X		X
Experience				
Experience of having worked in senior estates position for example Head of Estates/Estates Manager, Facilities Manager, Capital Projects Manager, or a senior consultancy role with multiple clients, and ideally within a public sector organisation.	E	X		X
Significant and proven leadership experience in line with our values, effectively leading and motivating cross-functional teams and fostering collaboration, innovation, and high performance.	E	X		X
Proven experience and proficiency in overseeing multiple complex construction projects and working closely with contractors and suppliers.	E	X		X
Proven achievements in development and implementation of well researched Estates Strategies which meet organisational needs and contribute to the wider strategic direction.	E	X		X
Established network of contacts in the Sector to assist with ensuring to date knowledge and sharing of best and	D	X		X

innovative practice.				
Experience of working with local politicians and applying political acuity.	D	X		X
Experience of a Private Finance Initiative	D	X		X
Skills				
Demonstrable technical understanding of facilities management, mechanical and electrical, construction and/or surveying at a strategic level to influence and develop the Estates Strategy and provide expert advice.	E	X		X
Strong and proven financial and budget management skills, expertise, and acumen.	E	X		X
Excellent communication and engagement at all levels, orally and in writing, to enable you to liaise and negotiate with a range of internal and external stakeholders and contractors.	E	X		X
Exceptional reporting and presenting skills, capable of drafting and presenting clear reports and business cases to senior management and politicians often with significant financial implications.	E	X		X
Proven organisational skills and able to work well when the work is challenging, with the ability to prioritise, work to deadlines and manage time effectively without supervision.	E	X		X
Skills in project management techniques and their application to major construction projects and delivery of wider organisational projects and objectives.	D	X		X
IT literate with the ability to identify opportunities and specify technological solutions to improve efficiency.	E	X		X
Able to drive with a current driving licence, or ability to arrange suitable alternative transport to travel to various work locations which may not always be close to public transport links.	E	X		
Personal Attributes				
Proactive and innovative mindset applied to managing the Estates assets, creating tangible outcomes and benefits for staff and the community.	E	X		X
Able to drive forward delivery and manage performance while maintaining an appropriate and supportive leadership style.	E	X		X
Adaptable with a flexible approach to work.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X