

Facilities Management Operations Manager Estates Division

Closing Date: 31st December 2024
Job Reference: BA43966



Facilities Management Operations Manager

Salary:

£62,098 - £65,814 pa

Staff Group:

Unestablished Academic related

Contract:

Permanent

Location:

Cambridge

Faculty / Department:

Estates Division

Working Pattern:

Monday to Friday

Purpose of the role

The FM Operations Manager is responsible for managing the day to day management of FM Operations that support and enable the Estates Division to fulfil its strategic aims.

Management of building within the Operational Estate, car parks and circa 80 centrally booked lecture theatres and examination rooms. In addition day to day management of void space within the University Estate.

Manage an integrated team of more than 70 Facilities Managers, Custodians, Receptionists, Porters, and FM Operatives along with third party service contractor delivering FM services across the University Estate.

Develop and implement a long term service delivery strategy and creating a high performing FM service delivery for the Facilities Operations Team including future proofing for taking on additional buildings and services.

Develop a strong customer culture throughout the FM Operations Team with a focus on enhancing the workplace experience of the staff and students who occupy the Estate.

Be responsible for creating and implementing the strategic direction of the key soft FM contracts such as hygiene services, waste services, window cleaning, laundry services to name a few within the Estates Division. Ensuring that the third party contractor is delivering the service in accordance with the Service Level Agreements (SLA's) and Key Performance indicators (KPI's) set out in the contract.

Create and embed a high standard of statutory compliance and health and safety performance within the FM Operations Team by undertaking audits and risk assessments, developing emergency procedures and ensuring the Team have the appropriate training.

Manage the annual FM budgets for the services the FM Operations team provide, circa £2.6m. Support and advise the Head of Workplace Services to ensure that future budgets reflect requirements.

To provide specialist expertise and advice to the University regarding input from an FM Operations prospective into major projects and refurbishments across the University Estate, including allocation of resources, stakeholder engagement, technical support and guidance. The FM Operations team to act as the Client on building handover to ensure operational readiness.

Create the strategic direction and be responsible for delivering support services to the University via Audio/Visual Team, Reprographics Team, Central Stores and the University Messenger Service.

Create and develop working relationships with all University departments including managing and chairing site committee's to ensure that we have good and consistent stakeholder engagement.

The Head of Workplace Services may also from time to time require the role holder to perform other duties appropriate to the grade of the post.



Key Responsibilities

1. Main Purpose

The post holder is responsible for the delivery of FM Operations across the non-residential University Estate including:

- Site based Facilities Managers, Custodians, Porters and Receptionists
- Cleaning and Housekeeping
- Repairs and PPM maintenance within the buildings
- Hygiene and Pest Control
- Waste and Recycling
- University Messenger Service
- University Reprographics Service
- Audio-Visual support of lecture theatres and conference venues
- Car Park Management
- Coordination of maintenance and minor works delivery
- Coordination of security and access control functions
- Management of Office Moves
- Management of central stores facility and overall University Storage Facilities
- Health, Safety and Statutory Compliance
- Management of Void Space

2. Leadership

- Provide line management and long term strategic direction to the multiple teams in the FM Operations group including objective setting, performance reviews, training, disciplinary and grievance, mentoring and succession planning.
- Create and deliver training content for direct team and others around the wider university.
- Create and embed a high performing team that delivers efficient, customer-focussed services based on industry best practices.
- Manage third party service partners to ensure they are working to clear SLA's and KPI's set out in their contracts.
- Support and advise the Head of Workplace Services to periodically review the structure of the team, in order to future proof it to allow the team to expand the services they deliver to the University.
- Deputise for Head of Workplace Services; acting in advisory capacity to departments and institutions.

3. Budgeting and Financial Management

- Manage on a day to day basis the FM Operations budgets which equate to £3m per annum.
- Manage, monitor and report to Head of Workplace Services and SLT on budgets and spend throughout the year.
- Using knowledge and strategy advise the Head of Workplace Services to ensure that future budgets match the requirements of the FM Operations Team.

4. FM Operations Delivery

- Ensure effective planning, resourcing and delivery of all FM Operations services across the Estate aligned with the FM delivery strategy.
- Create and implement robust service specifications, SLA's and KPI's for the FM Operations Team.
- Be responsible for creating and implementing the strategy for the soft FM service contracts managed within the Estates Division
- Manage the FM Operations Team and third party service partners to drive high levels of performance, customer service and user satisfaction.
- Undertake periodic service audits to monitor performance of the FM Operations Team and third party service partners. Dealing with any areas of concern or under performance through the appropriate channels.
- Lead on the contract management meetings to manage a strong working relationship with our key service partners.
- Lead on the contract retender processes to ensure that all bids are fit for purpose and will provide the level of service required.
- Provide expert and specialist advice for the projects team, on FM and operational aspects of new builds and refurbishment projects, feeding into the service user agreement to ensure operational efficiency.
- Manage the delivery of minor works and asset replacement projects, interfacing with Departmental Representatives, Surveyors and the project teams.
- Develop networks within the University (FM professionals employed by Departments, Fire Safety Managers, etc.) and externally (British Association of Cleaning in Higher Education, Institute of Workplace and Facilities Management, etc.) to aid the development and effective operation of the service.
- Engage in regular customer feedback including lessons learnt across the University Estate

5. Health, Safety and Compliance

- Work collaboratively with Estates Operations colleagues and Departmental Representatives to ensure a safe and compliant Estate, managing high performance across all areas of statutory compliance and safety
- Work with the Estates Health and Safety Team to utilise the Health and Safety Systems to be able to demonstrate compliance through records
- Provide expert and specialist advice for the FM operations team on Health and Safety matters ensuring high performance across all areas of statutory compliance and safety

6. Interfacing and Reporting

- Provide quality and timely FM Operations information and reports as required, analysing and reporting on the data providing this to ED SLT.
- Attendance at, and on occasion chair, site committee meeting across the Estate, providing expert knowledge and advice and a link between the sites its building users and the Estates Division.
- Maintain strong relationships with representatives within University Schools, Departments and Non-School Institutes by regularly meeting with service users, building rapport and providing specialist advice.
- Using experience and insight develop appropriate risk registers for the FM Operations activities and implementing management controls for risk mitigation where required

7. Strategy

- Work closely with the Head of Workplace Services to develop and implement a Facilities Management delivery strategy.
- Collaboratively work with the Head of Workplace Services and colleagues in procurement to source and implement effective service delivery supply chains.
- Create and implement the strategic direction of the key soft FM contracts such as hygiene services, waste services, window cleaning, and laundry services within the Estates Division.

8. Stakeholder Engagement

- Develop and maintain effective working relationships with all University departments including NSI's to allow the whole team to deliver the required service
- Work especially closely with the departments that have embedded staff from the FM team to undertake a dual management role
- Set up and chair the site committees which need to be established to ensure we receive good and consistent feedback

9. Other Duties

- This post holder is expected to be a key holder and respond to emergencies out of hours as required.



Person Specification

Criteria	Essential	Desirable
Education		
<ul style="list-style-type: none"> Qualified to Degree level or IWFM equivalent 	x	
<ul style="list-style-type: none"> Recognised Health and Safety Qualification such as IOSH, NEBOSH 	x	
<ul style="list-style-type: none"> Chartered membership of an appropriate professional body (e.g. RICS, CIBSE, IWFM, IAM, CMI) 		x
Experience		
<ul style="list-style-type: none"> Substantial managerial experience in the Facilities Management industry including managing outsourced contractors 	x	
<ul style="list-style-type: none"> Experience of managing a team of professional, technical and administrative staff. 	x	
<ul style="list-style-type: none"> Experience of managing and controlling budgets 	x	
<ul style="list-style-type: none"> Experience of working in the higher education sector 		x
Skills		
<ul style="list-style-type: none"> Excellent communication and Stakeholder relationship management skills 	x	
<ul style="list-style-type: none"> Ability to lead and work within a team, plan and manage work activities, communicate and prioritise workloads 	x	
<ul style="list-style-type: none"> Budgeting, reporting and analysis of financial data 	x	
<ul style="list-style-type: none"> Contract management, administration and negotiation 	x	
<ul style="list-style-type: none"> Effective decision making and problem resolution skills 	x	
<ul style="list-style-type: none"> Detailed knowledge and experience of statutory compliance, health and safety within the built environment 	x	
<ul style="list-style-type: none"> Self-motivated to continually develop self and others 	x	

<ul style="list-style-type: none">• Highly proficient in MS Office Suite	x	
<ul style="list-style-type: none">• Experience in CAFM Systems	x	
<ul style="list-style-type: none">• Demonstrable analytical and report writing skills	x	
Additional Requirements		
<ul style="list-style-type: none">• Excellent Inter personal skills and ability to communicate with operational staff, senior managers, academic staff, external agencies and central support services at all levels	x	
<ul style="list-style-type: none">• Strong Customer Focus	x	
<ul style="list-style-type: none">• Commitment to excellence in service delivery	x	

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement.

Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	A
Communication	B
Innovation and Change	B
Negotiating and Influencing	B
People Development	B
Relationship Building	A
Strategic Focus	B

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



Estates Division

The Estates Division at the University of Cambridge is a multi-disciplinary organisation responsible for the development, management and maintenance of the University estate, along with the provision of a variety of related services.

Our current operational estate (buildings used for teaching, research and administrative activities) is currently valued at £3 billion (Insurance Replacement Cost) and its broad and complex nature presents many demanding challenges, for example some buildings are 800 years old, Grade I Listed and protected by English Heritage, whilst others are new with highly sustainable building fabrics and buildings management systems.

Key areas we are responsible for include:

- Planning and managing the University's estate development programme.
- Project managing new build construction and the refurbishment/alteration of existing stock.
- Managing and maintaining the estate including residential accommodation and investment properties.
- Delivering a comprehensive facilities management service to the University.
- Managing catering outlets across the estate.
- Managing the operational and research facilities at the [University Farm](#).
- Promoting the University's environmental sustainability initiative, particularly with regard to reducing carbon emissions.



Terms of Appointment

Tenure and probation

Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

Hours of Work and Working Pattern

The appointment is full-time 37 hours per week, working Monday—Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit:

www.pensions.admin.cam.ac.uk

Annual leave

Subject to compliance with the Statutes and Ordinances relating to leave, full time officers are entitled in any holiday year to take annual paid leave of 41 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful

candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks

This role requires a basic disclosure and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.

The nature of this role means that the successful candidate will also need to undergo a health assessment.

Information if you have a disability

The University welcomes applications from individuals with disabilities.

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please email Estates Division HR on EDR@admin.cam.ac.uk

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and

deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMBens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMBens. CAMBens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available

here:

<https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

The University of Cambridge is committed to supporting our staff to thrive both professionally and personally. We aim to support a good work/life balance, whilst retaining the positive aspects of our unique in-person environment and culture. Elements of this role are suitable for hybrid working, where staff can split their time between in-person collaboration and remote working. The frequency of the remote elements of the role can be discussed with the recruiting manager.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

If you have any queries regarding the application process please email Estates Division HR on EDR@admin.cam.ac.uk.

The closing date for applications is: 31st December 2024

Interviews to take place on 30th January 2025.



UNIVERSITY OF
CAMBRIDGE