

Ref: HR/HG

From the office of the Director of Human Resources  
Direct dial: 01482 390705  
Email: Barbara.collinson@eastridingcollege.ac.uk

29 March 2019

Dear Applicant

### **Application Pack - Facilities and SHE Manager**

Thank you for your interest in the position of Facilities and SHE Manager at East Riding College.

We are a successful college, putting learners at the heart of all we do. In our last Ofsted inspection, we were rated as Good, with Outstanding for adult programmes and personal development, behaviour and welfare. The College strives for our people to be the best that they can be, and recognises that staff are our most valuable asset. We believe that every employee has an important role to play within the College, and we provide a supportive and friendly environment for our staff to learn, develop and thrive.

If you feel you could meet the challenge to be part of our Leadership Team and have something new to offer a highly successful college, then this may be your opportunity to join an open and purposeful organisation, which is supported by a highly effective Governing Body and motivated staff.

### **The Position**

As Facilities and SHE Manager, it is your responsibility to ensure that the College estate and resources are managed effectively and within budget, ensuring value for money through the effective procurement of external contractors in relation to maintenance, servicing and compliance works. You will manage our committed and excellent facilities team, and be an active member of the College's Leadership Team. You will also maintain a rigorous culture of health and safety throughout the College's operations ensuring learners, staff, partners and visitors are operating in healthy and safe environments.

The successful postholder will have a varied portfolio, with responsibility for the College estate, and resources, refectories and teaching restaurants, space utilisation, security, SHE (Safety, Health and the Environment) and commercial activities and developments. Applicants should have experience of general facilities and estates management, managing revenue and capital budgets, and of health, safety and environmental management.

You will have a degree or higher relevant qualification, and knowledge of property management statutory requirements. You will be able to write and deliver project proposals and property strategies, and have knowledge of sustainability and environmental legislation and initiatives.

## What WE can Offer YOU

East Riding College is a great place to work. We believe that every employee has an important role in the success of the College, and we offer a progressive, supportive and friendly environment to work in.

The salary for the position of Facilities and SHE Manager is £40,702, with a holiday entitlement of 27 days per year, plus bank holidays, plus up to five efficiency shutdown days during the Christmas period (non-contractual). You will have access to the final salary Local Government Pension Scheme, a highly valuable staff benefit.

You can read more about East Riding College on our website, which can be found at [www.eastridingcollege.ac.uk](http://www.eastridingcollege.ac.uk).

A range of employee benefits are available to all our staff, and these include, but are not limited to:

- Staff Development Opportunities
- A supportive mentoring system
- Enhanced parental leave
- A thorough induction programme to welcome you to College life
- Childcare Vouchers Scheme
- Discounted car parking
- Subsidised canteen
- Outstanding facilities
- Discounted gym membership
- Support with eye tests and optical costs
- Discounts at a range of local businesses
- Access to a range of benefits, including shopping and entertainment discounts

## The Application Process

You will be required to complete our application form, detailing your education and work history, and a personal statement highlighting how you meet the requirements of the role, as outlined in the job description and person specification.

The closing date for applications is **10 am, Wednesday 24 April 2019**.

## The Selection Process

Interviews will be held on **Friday 10 May 2019**. The process will consist of an interview with members of the College Executive and Leadership teams, a presentation and a series of tasks related to the job description. There will also be an opportunity for a tour of our Beverley campus to view our fantastic facilities.

If you would like to arrange an informal discussion with Barbara Collinson, Director of Human Resources, Facilities and SHE, please do so by calling 0345 120 0044.

We look forward to receiving your application form, and thank you for your interest in working at East Riding College.

Yours faithfully

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**Helen Girtchen**  
Senior Human Resources Officer