

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1211P: Group Head of Estates & Facilities

SALARY

£60,000

GRADE

Spot Salary

HOURS

37.5

REPORTING TO

Chief Finance & Commercial Officer (CFCO)

DEPARTMENT

Estates & Facilities

LOCATION

Lincoln

BE READY...

Job Purpose:

The Group Head of Estates and Facilities is responsible for the leadership, management, and operational performance of the Estates and Facilities function across Lincoln College Group.

As the lead in Estates and Facilities, they will support and advise the CFCO in their delivery of the 5 year Estates plan. The postholder will ensure the effective, compliant, and efficient management of the Group's estate, delivering high-quality estates and facilities services that support the organisation's operational, educational, and commercial activities.

As a senior manager within the Estates department, the postholder will provide professional leadership on estates and facilities matters, ensuring the estate is safe, compliant, fit for purpose, and managed in a financially sustainable and operationally effective manner.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Provide leadership and management of the Group Estates and Facilities function across all College sites.
2. Lead, motivate, and develop Estates and Facilities teams to deliver high standards of service and performance.
3. Establish clear operational objectives, performance standards, and service expectations for the department.
4. Promote a culture of accountability, continuous improvement, and customer service excellent.
5. Ensure the effective operational management of the Group estate, maintaining safe, secure, and fit-for-purpose learning and working environments.
6. Oversee the delivery of all hard and soft facilities management services including maintenance, cleaning, grounds, security, portage, fleet, and car parking.
7. Lead the delivery of planned preventative maintenance, reactive maintenance, and lifecycle replacement programmes.
8. Ensure efficient use of estate resources and operational budgets to maximise value for money.
9. Will provide management oversight of the Health & Safety team and deliverables.
10. Lead on ensuring compliance to policies, contracts and SLA's relating to Estates, facilities and Health and Safety.
11. Ensure full compliance with all statutory, regulatory, and health and safety obligations relating to the estate.
12. Maintain effective systems for estates compliance, audit, assurance, and record keeping.
13. Lead estates-related risk management, business continuity, and emergency planning arrangements, including mass evacuation.
14. Ensure contractors and service providers operate in accordance with statutory requirements and College policies.
15. Prepare and manage Estates and Facilities budgets, ensuring effective financial control and budget monitoring.
16. Act as budget holder for Estates and Facilities operational and maintenance expenditure.
17. Support the identification and prioritisation of backlog maintenance and capital maintenance requirements.
18. Ensure procurement and contractor management arrangements achieve value for money and service quality.
19. Support the CFCO in their delivery of the 5-year Estates plan.
20. Support the delivery of estates maintenance, refurbishment, and capital works projects in conjunction with the Finance and Projects teams.
21. Work closely with the Sustainability Lead in relation to sustainability initiatives impacting the estate.

22. Build effective relationships with internal stakeholders to ensure estate services meet operational and curriculum needs.
23. Act as the principal operational contact for estates and facilities matters across the Group.
24. Promote equality, diversity, and inclusion in all aspects of the role.
25. Maintain professional standards and undertake continuing professional development.
26. Comply with safeguarding responsibilities and promote the welfare of children and vulnerable adults.
27. Undertake other duties commensurate with the grade and nature of the post.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge - Desirable	PSM
1	Degree or equivalent professional qualification in Estates Management, Facilities Management, Construction, Building Surveying, Engineering, or related discipline.	A/I
2	Relevant professional accreditation (e.g. IWFM, MRICS, MCIQB) or substantial equivalent experience.	A/I
3	IOSH / NEBOSH qualification.	A/I

	Skills/Abilities – Essential	PSM
4	Strong leadership and people management capability.	A/I
5	Excellent operational and financial management skills.	A/I
6	Strong organisational and prioritisation skills.	A/I
7	Effective stakeholder management and communication skills.	A/I
8	Strong analytical and problem-solving capability.	A/I
9	Good IT and reporting skills.	A/I

	Experience - Desirable	PSM
10	Management experience in Estates and Facilities within a complex, multi-site organisation.	A/I
11	Experience managing both hard and soft FM services.	A/I
12	Experience of statutory compliance and health & safety management.	A/I
13	Experience of budget management and financial accountability.	A/I
14	Experience managing contractors, consultants, and external service providers.	A/I
15	Experience leading teams and driving operational performance.	A/I

	Skills/Abilities - Other	PSM
16	Flexibility to work across all Group sites and outside normal working hours where required.	A/I
17	Participation in duty management / emergency response arrangements if required.	A/I
18	Commitment to safeguarding and promoting learner welfare.	A/I

Prepared By:	Jo Lynch - Chief Finance & Compliance Officer (CFCO)
Date:	April 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

