



Profile Suite and Label	Head of Estates/ Assistant Head of Estates
Job Statement	1. Professionally accountable for estates construction and/or maintenance and for the strategic development of the full estates service or aspects of this service in a large organisation 2. Has responsibility for ensuring that environment / significant part of, is safe for patients and staff 3. Provides expert specialist and professional construction, building and/or engineering advice to other estates staff, directors, senior management of the organisation 4. Professionally and technically responsible for estates policy development in one or more specialist area; implementation of legislative requirements

Factor		Level descriptor and example job information	JE Level	JE Score
1.	Communication & Relationship Skills	Provide and receive highly complex information; barriers to understanding Communicates estates policy and technical information at board level and/or to senior managers, directors; high level negotiations with a range of contractors and others	5a	45
2.	Knowledge, Training & Experience	Advanced theoretical and practical knowledge Professional knowledge acquired through degree or equivalent plus specialist knowledge acquired through post-graduate courses and experience to masters equivalent level plus in-depth managerial, financial and strategic knowledge	8a	240
3.	Analytical & Judgemental Skills	Highly complex facts, requiring analysis, interpretation, comparison of a range of options Judgements across wide range of estates issues taking into account legislation, H&S, conflicting demands, professional and technical expert advice on estates/contractual matters, formulation of estates development options	5	60
4.	Planning & Organisational Skills	Formulate long term strategic plans, impact across organisation Develops long term strategic estates strategies to implement organisation objectives	5	60
5.	Physical Skills	Highly developed physical skills accuracy important; manipulation of fine tools, materials Use of fine tools and equipment; computerised technical drawings	3b	27
6.	Patient/Client Care	Assist patients/clients during incidental contacts Incidental contact with patients	1	4
7.	Policy/Service Development	Responsible for range of policy, service development for directorate or equivalent Responsible for estates construction, buildings and / or operational development for part of organisation/ whole organisation	4-5	32-45
8.	Financial & Physical Resources	Responsibility for physical assets for several services/ Corporate responsibility for financial resources and physical assets Accountable for estates construction and / or maintenance for several major services/ whole organisation	5c - 6	45-60
9.	Human Resources	Line manager for single function or department/Line management for several departments Line manager for estates construction and/or maintenance staff	4a – 5a	32-45



10.	Information Resources	Occasional/ regular requirement to use computer software to develop or create reports, documents, drawings/ responsible for the operation of one or more information systems Uses computerised equipment to create spreadsheets/uses CAD system for building plans/responsible for estates information systems	2b-3b-4b	9-16-24
11.	Research & Development	Regularly undertakes R&D activity; equipment testing Responsible for estates condition, legionella, asbestos surveys; trials of new equipment	2ac	12
12.	Freedom to Act	Broad occupational policies/General policies, need to establish interpretation Leads on specialist aspects of estates services/responsible for interpreting legislative and other requirements on estates/ expert in field	4 - 5	32-45
13.	Physical Effort	Sitting, standing, walking Light physical effort	1	3
14.	Mental Effort	Frequent concentration, work pattern unpredictable Concentration for business plans, meetings; operational incidents	3a	12
15.	Emotional Effort	Occasional distressing or emotional circumstances Deals with staff grievance, disciplinary issues; contractors disputes	2a	11
16.	Working Conditions	Occasional unpleasant conditions Site visits	2a	7
JE Score 631-700			Band 8c-d	