HUMBERSIDE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

(Support Services Role)

POST TITLE Estates Manager	**POST NO.** TBC
SECTION/DIVISION/LOCATION TBC	**POST GRADE** 11

OVERALL PURPOSE OF THE JOB

The Estates Manager is responsible for the effective management, delivery, and strategic oversight of the Humberside Fire and Rescue Service estate. This includes acting as the key link between HFRS and Joint Estates Services (JES), ensuring that the Service's ambitious capital and facilities management programmes are delivered to the highest standards.

KEY ACTIVITY AREAS/MAIN DUTIES

Lead and Manage the Estates Capital Programme

1. Oversee the delivery of HFRS's capital programme, representing our investment in land and buildings. This includes major refurbishments, new builds, and modernisation projects across the Service's 31 operational sites.
2. Act as the HFRS lead for all aspects of the capital programme, including:
3. Liaising with JES on project planning, design, procurement, delivery, and reporting.
4. Managing the relationship with HLM architects, ensuring their effective contribution as the multidisciplinary design team supporting the capital programme.
5. Monitoring progress, managing risks, and ensuring robust governance and financial control.
6. Providing regular updates to HFRS senior leadership and the Fire Authority.
7. Ensuring all projects meet statutory, regulatory, and best practice standards for health, safety, accessibility, and sustainability.
8. The capital programme covers:
9. Major and minor building schemes
10. Investment in welfare, dignity, sustainability, and operational improvements, including electric vehicle infrastructure and training facilities.
11. Annual review and adjustment of priorities, in line with operational needs and the Community Risk Management Plan (CRMP).
12. Oversee All Facilities Management (Planned, Cyclical, and Reactive)
13. Responsible for the full spectrum of facilities management across the HFRS estate, including:
14. Planned Maintenance: Develop and implement planned maintenance schedules to ensure all buildings and facilities remain safe, compliant, and operationally effective.
15. Cyclical Maintenance: Oversee cyclical statutory testing and inspections (e.g., gas safety, fixed ladder compliance, generator servicing) to maintain compliance with legislation and best practice.
16. Reactive Maintenance: Ensure a responsive and effective system for addressing unplanned repairs, defects, and urgent issues, working closely with JES and contractors.
17. Continuous Improvement: Management of Request for Service works, use data and feedback to drive improvements in facilities management, reduce costs, and enhance the working environment for staff and visitors.

Strategic Estates Leadership and JES Liaison

18. Act as the HFRS representative in all JES estates planning, delivery, and governance forums.
19. Ensure HFRS interests are fully represented in JES decision-making, and that all estates and facilities management activities align with HFRS operational and strategic priorities.
20. Provide clear, timely, and accurate reports to HFRS leadership and the Fire Authority on capital programme progress, facilities management performance, risks, and opportunities.

Team and Facilities Oversight

21. Directly line manage the HQ custodian and Estates Admin role
22. Oversee day-to-day facilities management, statutory compliance, and maintenance activities.

NOTES:

1. The post holder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
2. The post holder is required to comply with relevant legislation and policies and procedures of Humberside Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation, policies and procedures so far as they relate to the post and the post holder.

POSITION IN ORGANISATION

Group Manager (Estates and Resilience)

Estates Manager

HQ Custodian and Admin role

JOB REQUIREMENTS:

Knowledge and Skills

- A formal degree qualification (Level 6 or above) in a property, construction, facilities management, or related profession (e.g. BSc/BEng in Building Surveying, Construction Management, Facilities Management, or similar).OR a recognised professional qualification at NVQ Level 5 (or equivalent) in a property, construction, or facilities-related discipline, with substantial relevant experience.
- Evidence of continuing professional development (CPD) in estates, facilities, or project management.
- Membership (or eligibility for membership) of a relevant professional body such as the Royal Institution of Chartered Surveyors (RICS), the Institute of Workplace and Facilities Management (IWFM), or the Chartered Institute of Building (CIOB).
- Project management qualification (e.g. PRINCE2, APM, or equivalent) or relavant experience.
- Health and safety qualification (e.g. NEBOSH General Certificate or equivalent).
- Experience of managing multidisciplinary design teams (such as HLM architects) and large-scale capital programmes in a public sector or emergency services environment.
- Strong understanding of estates and facilities management, capital programme delivery, and compliance.
- Financial and risk management.
- Stakeholder engagement and reporting.
- IT literacy (Microsoft Office, estates management systems).
- Leadership, strategic thinking, and effective communication with the ability to influence at all levels.
- Commitment to continuous improvement and high standards.
- Ability to manage complex projects and relationships with involvement of staff and senior managers.
- Problem-solving, resilience, and adaptability.

Creativity and Innovation

- Ability to challenge the status quo and drive improvements.
- Preparation and presentation of reports and information in a user-friendly style.
- Effective use of negotiation and interpersonal skills.
- Preparation and presentation of reports in a way which meets the needs and capabilities of the intended readers and best promotes the intended message.

Decision Making

- Guide and make recommedations for strategic decision making
- Providing advice on complex estates and facilities matters.
- Identifying risks, options, and outcomes to inform recommendations and decisions.
- Interpreting policy and procedures in context.

Contacts and Relationships

- Senior Leadership Team and Fire Authority – updates and recommendations.
- Head of Estates and Resilience – regular reporting and strategic discussion.
- JES, HLM architects, contractors – project delivery and management.
- Estates Admin, HQ Custodian, Cleaners, Café Staff – day-to-day management.
- Attendance at monthly section performance meetings to support and influence local estates agenda.
- Wider staff within and external to the organisation.

Responsibility for Resources

- Responsible for security and use of estates-related information and budgets.
- Responsible for use of Service procurement card
- Sole responsibility for own ICT equipment and data stewardship.
- All employees share responsibility for data integrity, accuracy, and confidentiality.
- All employees share responsibility for data stewardship across Humberside Fire and Rescue Service. This includes managing data with integrity, accuracy, and confidentiality; ensuring adherence to relevant data governance policies; and contributing to the quality and security of information used in Service processes.
- Employees must use designated systems for data recording to maintain consistency, confidentiality, and data quality. As part of this duty, staff should take reasonable steps to ensure that data is accurate, complete, timely, and relevant to its intended purpose, including validating information, avoiding duplication, and reporting errors or inconsistencies. By supporting good data practices, employees help enable reliable decision-making and protect the value of Humberside Fire & Rescue Service's data assets.

WORK ENVIRONMENT

Work Demands

- Work to pre-determined deadlines for capital programme delivery and facilities management.
- Management of conflicting deadlines and priorities.
- Need to re-prioritise work to meet operational and strategic demands.

Physical Demands

- All duties can be performed with normal physical effort.

Working Conditions

- Majority of work performed in an office environment; site visits as required.

Work Context

- Work involves minimal risk to personal safety.

	Signature	Designation	Date
CONFIRMED BY:			
RECEIVED BY:			
PREPARED BY:		**POSTHOLDER**	

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.