**CAMPUS SERVICES MANAGER**

Responsible for the management of services and processes supporting the business of Griffith College Dublin – South Circular Road, College House and Griffith Conference Centre.

This will also include the provision of advisory assistance to Griffith Halls of Residence, Griffith College Cork and Griffith College Limerick.

The role oversees and efficiently manages the Housekeeping, Maintenance, Security, Health & Safety and Estate Management functions within the College.

The successful candidate must ensure that colleagues are recognised as internal customers and that they are properly supported and consulted with regard to service delivery issues.

**Duties**

**Staff Management**

* Responsible for day to day management and ongoing performance management and mentoring of staff to monitor and demonstrate achievement of agreed service levels and to lead on improvement of the following:
* Full and part-time Maintenance team
* Full, part-time and out-sourced Housekeeping team
* Security team
* External contractors
* Project teams as and when they arise

**Day to day activities**

* Manage Maintenance, Housekeeping and Security teams
* Manage the daily and ongoing setups for all internal and external needs of the College
* Participate in the Estates working subgroup

**Project work & strategy**

* Project managing capital expenditure on buildings
* Coordinating with appropriate teams and in advance of College wide events
* Plan for future development in line with strategic business objectives
* Manage and lead change to ensure minimum disruption to core activities

**Procurement/budgeting/finance**

* Establish, document, implement, enhance and oversee procedures to ensure the efficient management of physical resources within the College, including:
* Budget development and management including reports on expenditure and achieving maximum value for money
* Seek tenders from contractors
* Procurement of equipment, within College procedures
* Ensure light and heat is maintained at adequate and cost efficient levels
* Ensure teaching and operational equipment is maintained adequately and conforms to health and safety legislation
* Develop a roster for room/building/grounds refurbishing
* Develop adequate staffing rosters to resource standard and exceptional operations

**General**

* Develop an understanding and knowledge of conservation issues as appropriate
* Engage in weekly meetings with our Conference Centre Manager, IT and Reception regarding client requirements and pre-planning for these events

**Health and Safety**

* Ensure buildings and grounds meet with health and safety requirement and comply with legislation
* Ensure staff are kept safe
* Take responsibility for the institutions Health and Safety statement

**Key characteristics**

* Experience in delivering high standards of service to internal and external clients
* Ability to strive and deliver on enhanced standards, year on year
* Proven ability to manage teams and also achieve objectives
* Excellent organisational and delegation skills along with attention to detail
* Numerate/financially aware and ability to solve problems, before they happen
* Proven experience of building regulations, Fire Health & Safety standards and facilities in a campus of this size