

## **Diocese of Brentwood**

### **Education Buildings Development Officer**

**Salary circa £45,000 - £53,000 depending on experience (plus 10% pension contribution).**

**Reporting directly to the Diocesan Director of Education**

#### **JOB DESCRIPTION**

The main purpose of the role is to support and advise schools on all aspects of Building Development and Management. This includes, Asset Management planning, bidding and delivery of capital projects and compliance with statutory duties.

*The ideal candidate will:*

- *understand how effective and efficient school buildings can contribute to raising educational standards and provide an environment where children can flourish*
- *have excellent interpersonal, organisational and communication skills with a professional but cheerful demeanor*
- *have a strong level of competency in ICT and will be familiar with web based resources and training materials.*

#### **MAIN DUTIES**

- To provide informed advice and support to all Catholic schools and MATs in the Diocese on all aspects of Building Development and Management
- Through regular visits to schools, academies and MATs develop a detailed knowledge of the educational estate and develop good working relationships with all schools and academies through regular site visits
- To provide advice to schools on Asset Management Planning, including condition, suitability and sufficiency analysis
- To understand the principles of Pupil Place Planning methodology and apply this methodology through the analysis and application of data.
- To work with all maintained schools and Funding Agencies to ensure the sufficiency of Catholic places across the Diocese.
- Work with schools and Local Authorities to develop an effective estate for the Diocese
- Assist schools in prioritising bids for capital investment and scoping capital projects
- Provide support and advice to schools on their role as Commissioning Client for capital projects
- Helping schools with the management of risks to ensure good contractual arrangements
- Develop systems and procedures for the management Diocesan Locally Controlled Voluntary Aided Capital Programme (LCVAP)
- Manage the Diocese LCVAP Programme, including prioritising bids, seeking appropriate approvals and payment/certification of invoices

- Advising schools on the appointment and management of Construction Professionals and contractors
- Work with the Diocesan Trustees to maintain comprehensive records on education sites and building
- Providing regular reports to the Director for Education and the Diocesan Education and Finance Boards as appropriate
- Supporting MATs and Academies with bids to the Condition Improvement Fund (CIF).
- Assisting with the provision of training for headteachers, governors and clergy in relation to their responsibilities for school buildings
- Keeping up to date with developments relating to the funding and development of school buildings and informing the Director of these opportunities
- Working with schools on building related Government Initiatives
- Develop good working relationships with relevant officers in the eight Local Authorities within the Diocese of Brentwood
- Liaise with MAT Development Officer where relevant.