



JOB DESCRIPTION

Job Title: Estates and Facilities Manager

Department: Estates

Location: CFRS Headquarters, Sadler Road, Winsford

Post Number: TBC

Grade/Role: PM3

Special Allowances: None

Responsible to: Head of Estates, Facilities and Stores

JOB PURPOSE

Responsible for leading the operational delivery of estates and facilities management across a diverse property portfolio, ensuring that buildings, fire stations, training sites and support facilities remain safe, compliant, well maintained and fit for purpose.

Supporting strategic oversight while managing day-to-day operations, including contractors, compliance regimes, facilities staff, and the delivery of remediation and minor works to consistently high standards aligned with organisational values.

PRINCIPAL RESPONSIBILITIES

- 1 Oversee the planned, reactive and cyclical maintenance and compliance programmes across the full estate, ensuring all buildings remain safe, compliant and fit for purpose.
- 2 Ensure the effective day-to-day running of soft facilities services including cleaning, catering, security of premises, and grounds maintenance (not exhaustive).
- 3 Lead layered site audits to track building condition, safety and suitability, and decarbonisation and energy performance, escalating issues or trends requiring resolution or investment.
- 4 Work collaboratively with maintenance and environmental functions to ensure clear responsibilities, aligned planning and coordinated issue resolution.
- 5 Maintain a strong safety and compliance focus, ensuring adherence to statutory requirements including fire, electrical, asbestos, legionella, gas and accessibility standards.
- 6 Take ownership of estate-wide compliance standards, ensuring plantrooms and technical areas reflect high levels of safety, organisation and operational readiness.
- 7 Maintain accurate, audit-ready records and coordinate timely completion of any remedial actions identified through inspections or reviews.
- 8 Lead the management of contracts, ensuring suppliers deliver safe, high-quality and cost-effective services in line with regulations and value-for-money principles.

- 9 Actively manage contractor performance, monitoring delivery against KPIs and SLAs and addressing underperformance where necessary.
- 10 Lead the delivery of minor works, refurbishments and lifecycle programmes, supported by robust asset data and informed recommendations for future planning.
- 11 Support, develop and lead teams while managing budgets, driving continuous improvement, and fostering a collaborative, inclusive culture aligned to organisational values.

Core Responsibilities for Cheshire Fire Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. Specifically:

- **Being Inclusive**
By acting fairly with integrity and respect and without prejudice.
- **Doing the right thing**
By holding each other to account for ensuring high standards of professionalism in everything we do.
- **Acting with compassion**
By being understanding and offering to help each other and to our communities with warmth, patience and kindness.
- **Making a Difference**
By making an impact in our organisation and in our communities in whatever way we can for as many people as we can.
- **NFCC Code of Ethics**
Putting our communities first
Integrity
Dignity and respect
Leadership
Equality, Diversity and Inclusion

Equality and Diversity

To promote, adhere to and implement the Service's Equality and Diversity Strategy/Policy and to work consistently to embed equality and diversity within the Service.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are

identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.



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Knowledge & Skills Understanding of asset management, property compliance, building services and Facilities best practice. Ability to analyse data, prioritise workloads and oversee budgets. Strong stakeholder management skills, with the ability to work with operational crews and staff, senior leaders and contractors. Commitment to CFRS core values, NFCC code of ethics, equality, diversity, inclusion and public service.	✓ ✓ ✓ ✓	
Additional Requirements Full UK driving licence and ability to travel across Cheshire. Participation in out-of-hours or emergency call-out as required. Occasional evening/weekend work depending on operational need.	✓ ✓ ✓	