

VACANCY

POSITION INFORMATION SHEET (Staff)	
Position Title	Estates Manager
Title of Supervisor	Head of Industrial Resilience
Title of next level Supervisor	Engineering Director/Managing Director
Location	SMP Sites / Central Services
Shift	Office M-F
Job Summary The Estates Manager is a strategic role responsible for the effective management, sympathetic repair, restoration, cataloguing and development SMP's historic buildings estate. This includes but not limited to the buildings and grounds of Atlas Works, Cyclops Works, Corner Pin Public House, 40 Victoria Street, Cyclops Powerhouse, Garter Street Power Station. The incumbent must also ensure historic building safety and security such that the public and employees are kept from harm (i.e. flying debris). The role ensures that all sites owned by SMP are maintained and carefully developed to a high standard, remaining compliant with statutory and regulatory requirements, and provide a safe, efficient and professional working environment for employees, visitors, contractors and stakeholders. It is envisaged that the role is often in an advisory capacity to SMP's Engineering and Facilities teams. Working closely with internal departments, external contractors and senior leaders, the Estates Manager will advise upon and oversee planned and reactive maintenance, facilities projects, statutory inspections and contractor performance to ensure that any works are recorded and delivered in line with the Company's vision and statutory requirements. The post holder will play a key role in ensuring business continuity, cost-effective service delivery and continuous improvement across the SMP estate. Primary Duties and Responsibilities: • Deliver the sympathetic renovation and refurbishment of 40 Victoria Street to become SMP's global R&D facility and Exec Office/Entertaining space • Deliver the Sympathetic renovation and refurbishment of The Corner Pin public house • Write the grant funding case for the Cyclops Works powerhouse redevelopment into a contemporary and usable space (community hub etc). • Catalogue all significant and historic features of the main works and create a sustainable conservancy plan • Create an inspection and period maintenance plan for significant historical buildings and features (to be delivered by the Facilities team) • Advise on ad hoc works to ensure that, as far as is reasonably practicable, historic features remain intact and proper materials are used for the repair as appropriate • Once Victoria Street is established, transition a portion of time into the research associated with the utilisation of Robots and Cobots in historic building restoration, using SMP's buildings as examples. Assist with transitioning this technology, where appropriate, into a metals manufacturing environment.	

Skills, Experience & Qualification

Desirable Requirements:

- **Relevant professional qualification** in facilities management, building services, construction, property, health and safety, or equivalent practical experience.

Demonstrable Experience of:

- **Experience in estates or facilities management**, ideally within a multi-site, manufacturing, & operational environment.
- **Knowledge of statutory compliance** relating to premises, fire safety, health and safety, contractor management, maintenance and inspections.
- **Budget management and procurement experience**, including obtaining quotations, managing suppliers and controlling facilities-related expenditure.
- **Project management capability** to support refurbishments, minor works, maintenance programmes and continuous improvement projects.
- **Contractor management experience**, including safe systems of work, permits, RAMS review, service performance and issue resolution.
- **Strong communication skills** for liaising with internal stakeholders, contractors, suppliers and senior leaders.
- **Strong organisational skills** with the ability to prioritise competing demands, manage urgent issues and maintain accurate records.
- **Practical problem-solving approach** with the ability to identify risks, resolve operational issues and recommend improvements.
- **Working knowledge of building systems** such as heating, ventilation, electrical, plumbing, access control and general fabric maintenance.

Qualities & Attributes

- Excellent communication and stakeholder management skills.
- Ability to manage contractors, suppliers and cross-functional projects.
- Practical, solutions-focused and process-driven mindset.
- Ability to work under pressure, respond to urgent site issues and meet deadlines.