



Job Description

Job title: Buildings Director

Department: Estates

Reports to: Estates Director

About St Aubyn Estates:

St Aubyn Estates has been part of the West Cornwall landscape for more than 650 years. It comprises 5,000 acres in total, including one of the most glorious stretches of the Southwest Coast Path between Porthgwarra and Nanjizal. Some 2,000 acres are farmed directly with the remaining agricultural land let to tenants. It also comprises of 180 acres of woodland, residential and commercial properties, holiday cottages and café.

At the heart of the Estate is St Michael's Mount, which is managed in partnership with the National Trust. Much of the Mount was gifted to the National Trust in 1954, together with a large endowment for its maintenance. The family have a lease to reside in the castle, together with a licence to run the visitor business whilst retaining ownership of the formal gardens and most of the other buildings used in the visitor business.

With a portfolio of this nature comes a significant maintenance obligation which over recent years has been coupled with an expansive programme of capital expenditure projects. The Estate's ability to deliver such is facilitated by its highly successful and award-winning in-house building operation, Cornish Heritage Builders, which as well as repair and maintenance work of Estate assets have undertaken numerous legacy projects over the years.

Cornish Heritage Builders has also been developing a portfolio of external clients who entrust the team to empathetically restore or renovate period houses, cottages and barns.

The Buildings Director will be a driving force in the continued delivery and growth of Cornish Heritage Builders, building on the incredibly strong foundation developed over the preceding years.

Main Responsibilities

- Continuing the growth of Cornish Heritage Builders, maintaining, and enhancing the reputational prowess of the company from an external perspective whilst balancing its commitment to the Estate and its assets.

- The management of all reactive and planned maintenance, refurbishment works, compliance works and capital projects within the St Aubyn Estates (SAE) portfolio.
- The management of all reactive and planned maintenance, refurbishment works, compliance works, conservation works and capital projects on St Michaels Mount (SMM).
- The sourcing, implementation, and management of external building contracts.
- To maintain and enhance relationships with key stakeholders, particularly the National Trust ensuring the delivery of objectives within the parameters of the Endowment Fund and compliance with the 1954 Base Documents.
- Overseeing direct reports within the CHB team in delivering the above.
- The appointment of contractors and management of an approved contractors list to facilitate the delivery of the main responsibilities.
- Health and Safety Compliance for CHB.

Duties

With support from the Estates Director and direct reports, to be responsible for the management of:

- The effective operation, notification and recording of reactive and planned maintenance of estate properties, including all compliance works and the quinquennial external repair and painting programme.
- The coordination of both internal and external resources for all reactive, planned and capital building works, ensuring that only external contractors on the approved list are appointed and that JCT contracts are completed where necessary.
- The repair and renewal of all Estate infrastructure including water supplies, drains (foul and grey water), tracks, ditches, and culverts etc.
- The fulfilment of the management requirements for SMM Assets that were gifted to the National Trust in 1954. To include regular liaison with the National Trust Sub-Agent, the National Trust appointed Architect and formal engagement with National Trust representatives as required including the Quarterly Project Meetings.
- The development of the joinery workshop capability of CHB to include fabrication of bespoke items for external clients.

- Risk Assessments and Method Statements (RAMS) process, ensuring that all documents are regularly updated and distributed, as necessary.
- Ensure that RAMS are prepared and submitted by appointed contractors for all building works and reviewed where required.
- Compliance with the SAEL Health & Safety Policy working with the Estate's appointed Health and Safety Manager and utilising the nominated software for its implementation.
- Effective and timely planning and execution of all building works across both the SAE portfolio, SMM and for external clients.
- Appointment of external advisers such as architects and engineers as required.
- Insurance claims both new and ongoing. Assisting the Estates Director and Estates Surveyor to include liaison with insurers and loss adjusters following a loss.
- Procurement process including preparation of detailed specifications of work and the subsequent pricing of such, preparation, and submission of tender documentation, planning applications and Listed Building Consent applications.
- All building works in accordance with relevant legislation, regulation, guidance, and best practice.
- An effective quinquennial external repairs and decorating programme for all SAE and SMM properties.
- Regular inspection, assessment, and monitoring of building works with regard to safety, procurement, efficiency, quality, timeliness, and value for money.
- The improvement of the energy efficiency and carbon footprint of the SAE and SMM portfolios endeavouring to reduce energy consumption and reduce waste.
- Identification and reporting of any breaches in Health and Safety and other legislation to the Estates Director.
- Reporting of all near misses and accidents.
- Preparation of annual repair and capital budgets and monthly reconciliation of year to date and forecast expenditure.
- Periodic reporting of progress against programme and budgets.

	<ul style="list-style-type: none"> • Recharges of expenditure to relevant Estate entity / tenant / third party where appropriate. • Direct reports including Performance reviews, training needs, ensuring annual leave is taken and general wellbeing. • On-call out of hours cover for the Building Department, implementing a fair rotation of duty within the department whilst maintaining overall control of the allocation of resources.
General requirements	<ul style="list-style-type: none"> • Maintain an up-to-date knowledge and understanding of CDM Regulations and legal matters concerned with Health and Safety in buildings management, and of building materials, techniques, trades, and construction methods. • Be willing to work at height when inspecting properties. • Have a strong attention to detail in all areas of the role. • Set and maintain exemplary standards, leading by example and being an advocate of the Estate to both colleagues, tenants, and visitors.
Knowledge and Experience	<ul style="list-style-type: none"> • Either an MRICS qualified Building Surveyor or professionally qualified equivalent, preferably with at least 10 years PQE OR a qualified tradesperson with extensive experience in the building sector. Experience of rural and heritage property, diversified leisure assets and facilities is essential. • Practical working knowledge of traditional vernacular construction and heritage buildings. Knowledge of Cornish specific techniques would be an advantage. • Be commercially astute and adaptable to deliver a wide variety of projects for a diverse range of clients. • Proven track record of project delivery, budgeting, and financial management. • Professional experience of CDM contract management and administration. • Proficient and confident use of IT with software skills to include MS Office. • Experience of renewable heating systems, particularly ASHP's and GSHP's. • CAD and mapping software proficiency would be an advantage. • CITB Site Safety Plus qualification is essential. If this qualification is not yet possessed, there must be a willingness to obtain this accreditation as soon as possible following appointment.

	<ul style="list-style-type: none"> • A H&S qualification such as IOSH or NEBOSH or equivalent would be advantageous but is not essential. • Full UK driving licence.
<p>Vision and values</p>	<p>St Aubyn Estates has been part of the West Cornwall landscape for over 650 years. Our purpose remains the same,</p> <ul style="list-style-type: none"> • To sustain the vitality of the Estate for future generations • To preserve the unique character of St Michael's Mount • To protect the beauty and health of landscapes and habitats under our care • To provide a platform for local people and organisations to success • To support the community of West Cornwall <p>For those of us who live and work on the Estate, five core values knit us together and help us achieve our purpose. We aspire to be:</p> <ul style="list-style-type: none"> • Honest • Considerate • Energetic • Responsible • Resourceful
<p>How to apply</p>	<ul style="list-style-type: none"> • Closing date for applications: 22nd November 2024 • Applications are to include a covering letter and CV to be sent to landandproperty@staubynestates.com • First round of interviews to be held during the week commencing 2nd December 2024

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