



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

**DIRECTORATE:** Resources  
**AREA/DEPT:** Estates and Facilities Management  
**FAU:**  
**SECTION:**  
**JOB TITLE:** **HEAD OF ESTATES AND FACILITIES  
MANAGEMENT**  
**REPORTS TO:** ACC Resources  
**CURRENT RANK/GRADE:** **GRADE L**  
**DATE:** **JUNE 2026**

### 1. JOB PURPOSE:

To provide a comprehensive professional Estates & facilities Management service to the Director of Resources, Chief Constable and Police and Crime Commissioner.

### 2. PRINCIPAL ACCOUNTABILITIES:

- a) To act as Force specialist to the Chief Constable, Deputy Chief Constable, Chief Officers and Police Crime and Commissioner (PCC) to enable decisions to be made on the strategic direction of all estate and facility developments within Merseyside Police
- b) To provide a strategic estate and facilities management lead and provision for the development, implementation, delivery, and upkeep of the Estate Strategy, to manage and co-ordinate the use of the estate.
- c) Act as subject matter expert for internal and external stakeholders, retaining and developing critical network occasions across all portfolios
- d) Deputise for the Director of Resources, at internal and external meetings and events as required, representing all Departments across the Resources portfolio.

- e) Act as Force lead for the implementation and management of the PCC Estate Strategy, which determines all medium and long-term strategic objectives for the PCC.
- f) To be responsible for the development and implementation of the Forcewide Environmental Sustainability Strategy, Policy and Carbon Management Plan. Ensuring compliance with legislation to achieve a continuing reduction in carbon emissions
- g) Lead and direct the continuous review of the service provided by the department, technology and techniques and the effective use of data with business information to drive performance and promote a climate of continuous improvement.
- h) As budget holder be responsible for the delivery of the Estate and Facilities Management service, ensuring that economy, overall strand savings, efficiency and effectiveness are achieved to deliver the PCC and Chief Constables strategic objectives.
- i) Provide overall responsibility on each of the complex and varied design and development schemes, providing overall management of all Estate and Facilities Management, external professional consultant teams providing full multi-disciplinary design services, to deliver an agreed rolling programme of projects.
- j) Responsible for an up-to-date understanding of national policies and issues that affect the key business unit's activities; analyse their impact; and advise the PCC, Chief Constable, Chief Officers, and other managers on the implications for Merseyside Police, ensuring these are reflected in strategic planning as required.
- k) Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.
- l) Ensure that staff are trained and that all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing, including the Home Office Code of Practice on the Management of Police Information (MoPI).

**3(a) KNOWLEDGE AND EXPERIENCE:**

It is essential that post holder holds a degree (Level 6 or 7) qualification in a relevant discipline (e.g. Engineering, Chartered Surveying, Property Management, or Estates and Facilities Management) and is a fully qualified member of a relevant professional body

The post holder must have extensive post qualification experience working at senior management level within a strategic development, design, property maintenance or facilities management sector.

Demonstrate comprehensive, strategic-level understanding of the interdependencies and synergies across the key business areas within the role's remit, and how these align with, influence, and are influenced by wider organisational functions to deliver corporate objectives.

Significant Experience (typically 5 years ) of managing a large workforce at a senior level and across multiple sites and functions. ▸

Must have experience of managing budgets and possess commercial awareness.

Must have knowledge and/or experience of public sector contracts and procurement procedures.

Must have experience of working under pressure and able to demonstrate responsibility of competing demands. demands

### **3(b)**

No Police powers required.

## **4. RELATIONSHIPS:**

### **(a) Supervisory responsibilities:**

The post holder will be directly responsible for:

Head of Building & Technical Services  
Head of Estate Strategy  
Head of Facilities Services

**(b) Supervision Received:**

The post reports to the Director of Resources/ACC Resources

**(c) Other Contacts:**

**(i) Within Merseyside Police:**

Chief Officers – on a regular basis to provide professional advice both in Force and nationally

Senior Police Officers and Heads of Department - on a regular basis to provide professional advice and guidance on the Force assets.

All ranks of officers and staff, both across the force and in detail within the department

**(ii) Outside Merseyside Police:**

Office of PCC and staff

Home Office

Partners and local authorities

Other police forces and other emergency services

External business consultants

External consultants, providing full multi-disciplinary design and construction service.

HMICFRS and District Auditor regarding issues concerning the Estate and Best Value

**5. CONTEXT:**

**(a) Operating Environment:**

Overall management of a highly skilled professional technical department providing a customer focus service to support the delivery of the Force Strategy.

Customers are all PCC and Merseyside Police personnel, volunteers and the public.

Delivering a service to the Force that meets customer requirements with emphasis on quality control, project management and customer liaison as means of continuous improvement.

The job involves looking at a wide range of activities across the whole of the Force's operation and estate. The work requires extensive knowledge of project management, construction and architecture.

The role also requires a full understanding of the different operational activities and special units within the Force, their operating environment and needs.

The postholder normally works a day shift but flexibility is required to meet the demands of the post.

**(b) *Framework and Boundaries:***

The post holder would be expected to develop methods and set the overall objectives of the Estates and Facilities Management Department.

The post holder will have the opportunity to influence, change and add to procedures and methods of working.

The post holder has responsibility to work within:

- PCC's EstateStrategy
- Operational Policing Requirements
- National Policing Plan
- National Community Safety Plan
- PCC Financial Instructions and Standing Orders
- National Recognised Codes of Practice
- Local Authority Unitary Development Plans
- Force Standing Orders and Financial Instructions
- Health and Safety Legislation
- Statutory Regulations
- Home Office Guidelines
- Best Value
- Departmental Policies and Procedure

**(c) Organisation:**

**Head of Building & Technical Services** - To be responsible for ensuring the building and technical services for the Corporate Assets operational aims and objectives for the force are met through the efficient and effective use of available resources, providing a 24/7 building and technical service. Establishing and continually improving standards, ensuring best value principals are maintained.

**Head of Estate Strategy** - To be responsible for the day-to-day development, delivery and implementation of the Estate Strategy being accountable for the successful planning, execution, monitoring, control delivery and closure of multiple construction projects relating to the Estate Strategy. Ensuring a consistent approach is applied to all Estate Strategy projects, compliant with the Police and Crime Commissioners Estate Strategy Governance Protocols.

**Head of Facilities Services** - To lead, manage and continuously develop the Facilities Services Section. Be responsible for leading, directing, co-ordinating an overarching programme management regime with complex interdependencies, across all Corporate Assets work stands. Establish consistent practices and standards adherence to programme and corporate governance arrangements across all sections to maximize efficiency, achieve critical deadlines.

**6. DIMENSIONS**

**Financial:** Annual Revenue Budget – Total £19m  
Annual Capital Budget – Total £20+m

**Staff:** Overall management of the 186 Estates and Facilities  
Management Staff

**Other:** This post manages a highly skilled Department, which provides the Chief Constable, and PCC with the skills needed to deliver the specialist services required.

**7. JOB CHALLENGES:**

Meeting the continuous changing demands of the Force and meeting customer needs, presenting corporate assets service of the highest standard to the user department and to the general public of Merseyside.

To manage relationships with customers where their needs are met and Force strategy is supported whilst maintaining a clear centrally determined corporate assets strategy which demonstrates best value in use of resources.

Aware of and maintain knowledge of f legislative changes and ensure the PCC and Force are not compromised or disadvantaged and to meet the continuous changing demands of the Force

**8. ADDITIONAL INFORMATION:**

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).

**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn