Lincoln College
UNIVERSITY OF OXFORD

FURTHER PARTICULARS

Job Title: Estates Coordinator

Contract Type: Permanent, FTE 37.5 hours per week

Responsible to: Estates Manager

Salary: £37,000 – £40,000 per annum. Dependent on experience.

Benefits: Six weeks' paid leave (pro rata) in each year on the basis of one week over the festive period in December and the remainder to be taken at such time or times as shall be mutually convenient, and agreed in advance with the Estates Manager.

Enrolment in the Oxford Staff Pension Scheme (OSPS)

Free lunch is provided in College, when on duty and when the kitchen is open.

Other benefits include; access to an Employee Assistance Programme, participation in the College's CycleScheme, and various discounts through the Oxford University card.

The College

Lincoln College was founded in 1427 in the University of Oxford and is a self-governing institution in which the ultimate authority for all decisions rests with the Rector and Fellows. Lincoln has approximately 650 students, of whom around half are graduates. The College is also a popular choice for both undergraduates and graduate applicants to the University. Lincoln College is located on an attractive historic site in the centre of Oxford, with excellent access to university libraries and the university's departments and faculty buildings. More information on the College can be found on its website, www.lincoln.ox.ac.uk.

The Role

The Estates Coordinator will provide efficient and effective administrative and operational support to the Estates Manager, helping to ensure the smooth day-to-day running of the College's Estates & Maintenance department.

The role involves, among other things, coordinating contractors, maintaining accurate records and compliance documentation, monitoring maintenance requests, and supporting communication between departments. The postholder will work closely with staff, students, Fellows, contractors

and other stakeholders to ensure maintenance activities are well organised, communicated and completed in a timely manner. Responsibilities will vary from day to day, providing the successful applicant with the opportunity to be involved with activity across the College estate, and with different operational teams.

Key Responsibilities

The main duties of the role will include, but will not be restricted to:

1. Administration and Record Keeping

- Support the Estates Manager with general administrative duties, correspondence and record management.
- Maintain accurate and up-to-date maintenance records, logbooks, contractor reports and compliance documentation across various filing systems.
- Assist with the administration of planned preventative maintenance schedules and statutory inspections.
- Oversee the utility accounts for the College's city centre and satellite properties, and coordinate related activity such as meter reads.

2. Health, Safety and Compliance

- Assist in maintaining health & safety records and other documentation relating to Estates and Maintenance activities, ensuring relevant documentation is kept up to date.
- Support the Estates Manager to keep the SafetyNest health & safety management system up to date.
- Assist with filing/organisation of statutory compliance documents, inspection reports and maintenance records.
- Support the Estates Manager with the annual self-assessments/audits under the Accommodation Code of Practice (ACoP)

4. Contractor Coordination

- Liaise with contractors to arrange and confirm visits/access, e.g. routine servicing, inspections, and maintenance appointments at the required intervals.
- Meet and accompany contractors around College buildings and sites when required.
- Communicate planned works and contractor visits to relevant staff, students and fellows to minimise disruption.
- Maintain records of contractor attendance, completed works and associated reports.

3. Maintenance Requests and Fault Reporting

- Provide administrative support and reporting for maintenance requests and fault reporting through the StarRez system.
- Monitor incoming and outstanding maintenance requests, and follow up with appropriate team members as required.
- Assist with communicating updates on maintenance requests to relevant staff, students and College departments.

5. Communication and Team Support

- Liaise professionally with staff, students, Fellows and contractors regarding maintenance activities and access arrangements.
- Assist with the coordination of planned works and ensure relevant parties are kept informed.

6. General Estates and Maintenance Support

- Assist with room setups, furniture arrangements and other non-technical tasks carried out by the Estates & Maintenance team.
- Provide practical support with College events, meetings, and room preparations where required.
- Drive the (small) College van to outlying sites within Oxford
- Undertake other reasonable administrative and operational duties to support the effective running of the Estates & Maintenance department.

This list is not exhaustive and the postholder will be expected to undertake any other duties as reasonably directed by Estates Manager and other senior leaders.

Working Arrangements

This is a fully office-based, on-site position requiring daily interaction with College staff, students, Fellows, and external contractors and suppliers.

The postholder will be expected to move between College buildings and locations as necessary to support contractor visits, maintenance activities and other operational requirements.

The Candidate

The ideal Estates Coordinator will have the following attributes:

Essential experience, skills and knowledge:

- Strong organisational and administrative skills with excellent attention to detail.
- Ability to manage multiple tasks, prioritise workloads and meet deadlines.
- Good written and verbal communication skills.
- Confident and professional approach when dealing with staff, students, Fellows and external parties.
- Good IT skills, including Microsoft Office applications and electronic filing systems.
- Ability to maintain accurate records and manage confidential information appropriately.
- A proactive, flexible and practical approach to work.
- Ability to work both independently and collaboratively as part of a team.
- Willingness to undertake a mixture of office-based administrative tasks and practical on-site support.
- A clean UK driving licence.

Desirable experience, skills and knowledge:

- Previous experience in an administrative role within estates, facilities management, maintenance or a similar environment.
- Experience using StarRez or other maintenance and fault-reporting systems.
- Familiarity with planned preventative maintenance schedules and contractor coordination.
- Basic understanding of health & safety procedures and compliance documentation.
- Previous experience working within an Oxford college, university, or other higher education setting.

Application Process:

Candidates should submit the following documents by closing date of **15 November 2026:**

- A completed Application (available on the College website through Employment Hero)
- A covering letter (no more one A4 page) explaining your interest in the post and demonstrating how you meet the requirements of the person specification.
- An up-to-date CV.

Recruitment monitoring information is collected for equality purposes only and does not form part of the selection process.

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the Lincoln College's Privacy Policy: https://lincoln.ox.ac.uk/asset/Privacy-Policy.pdf

Equality, Diversity and Data Protection

Lincoln College is committed to equality of opportunity and to providing a working environment in which all individuals are treated with dignity and respect.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Other Information

The appointment will be conditional on verification of the successful candidate's availability for employment in the UK.

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department who will assess their fitness to perform this role.

Any enquiries related to these further particulars should be directed in the first instance to Estates Manager, Kiran Isaac: kiran.isaac@lincoln.ox.ac.uk