

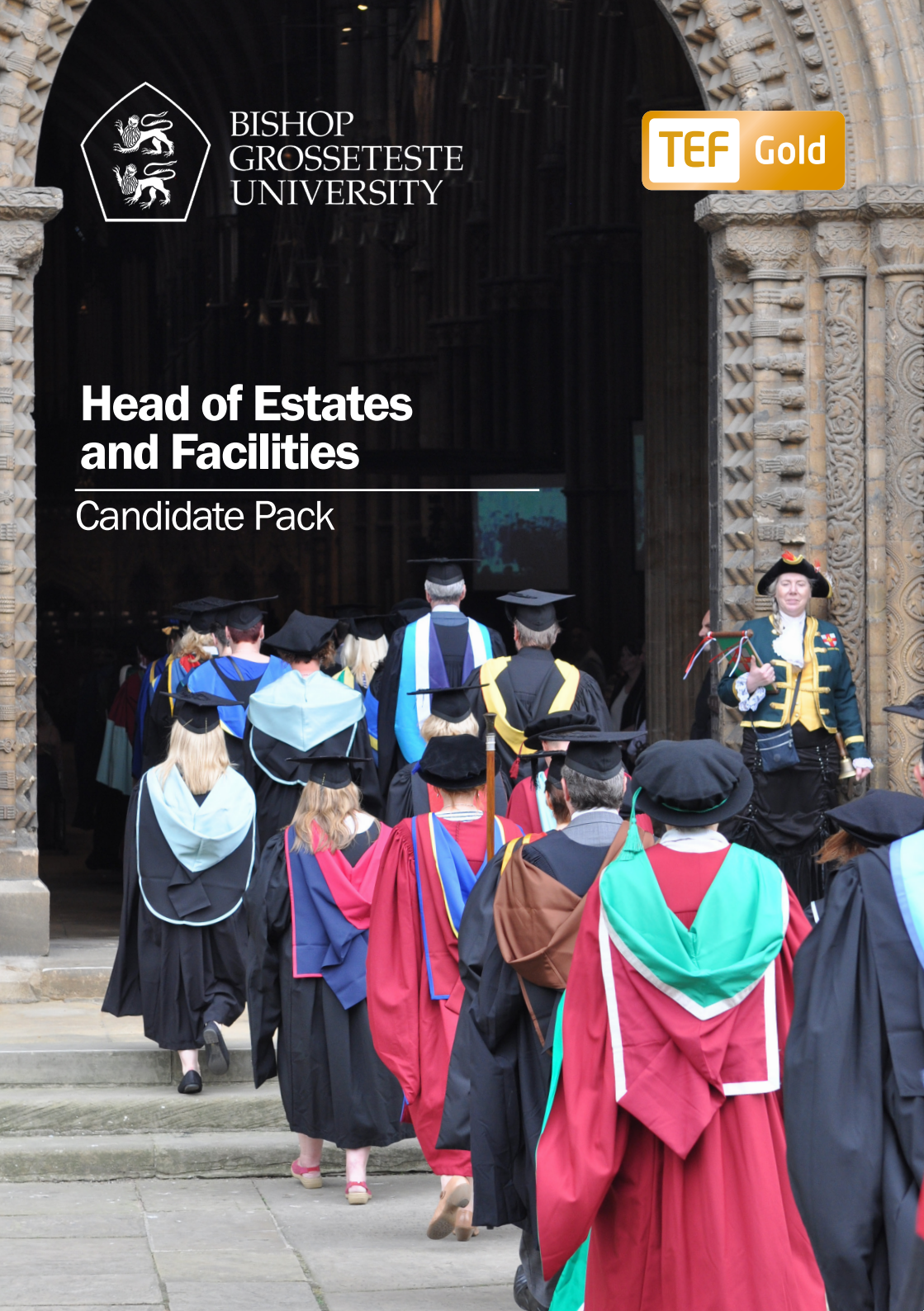


BISHOP  
GROSSETESTE  
UNIVERSITY



# Head of Estates and Facilities

Candidate Pack



# RATED GOLD

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*BGU was given the highest possible rating in the first ever  
Teaching Excellence Framework assessment*

# TOP 3

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*BGU is ranked in the top 3 universities in the  
UK for graduate employability*

# WELCOME

I am delighted that you are interested in a position here at Bishop Grosseteste University.

The University is midway through the delivery of its Five Year Strategy, and has made significant progress towards achieving its goals. This juncture has provided an opportune moment for BGU to take stock and review the current direction of travel, particularly given the pace of change the sector is facing.

This is an exciting time for the institution. The unique and positive experience we offer our students is well recognised and evidenced through our key achievements. The University, justifiably has confidence in its ability to successfully meet the challenges of the latter part of the strategy period. It remains vigilant about new developments and proactively seeks opportunities to make the most of the new era in education.

BGU's successes allow it to plan ambitiously for growth spanning the spectrum of strategy themes. The Five Year Strategy marked the beginning of a new phase in the development of the institution as a leader in learning, inspiring excellence, and enriching the lives of its students and staff and the communities it serves. The next phase of our development will provide the framework and context for the institution beyond 2019.

This is a university with an exciting future. If you share our vision and have the experience, skills and passion we are looking for, I encourage you to apply and to join us.

Warmest Regards

**Reverend Canon Professor Peter Neil**  
*Vice Chancellor of Bishop Grosseteste University*



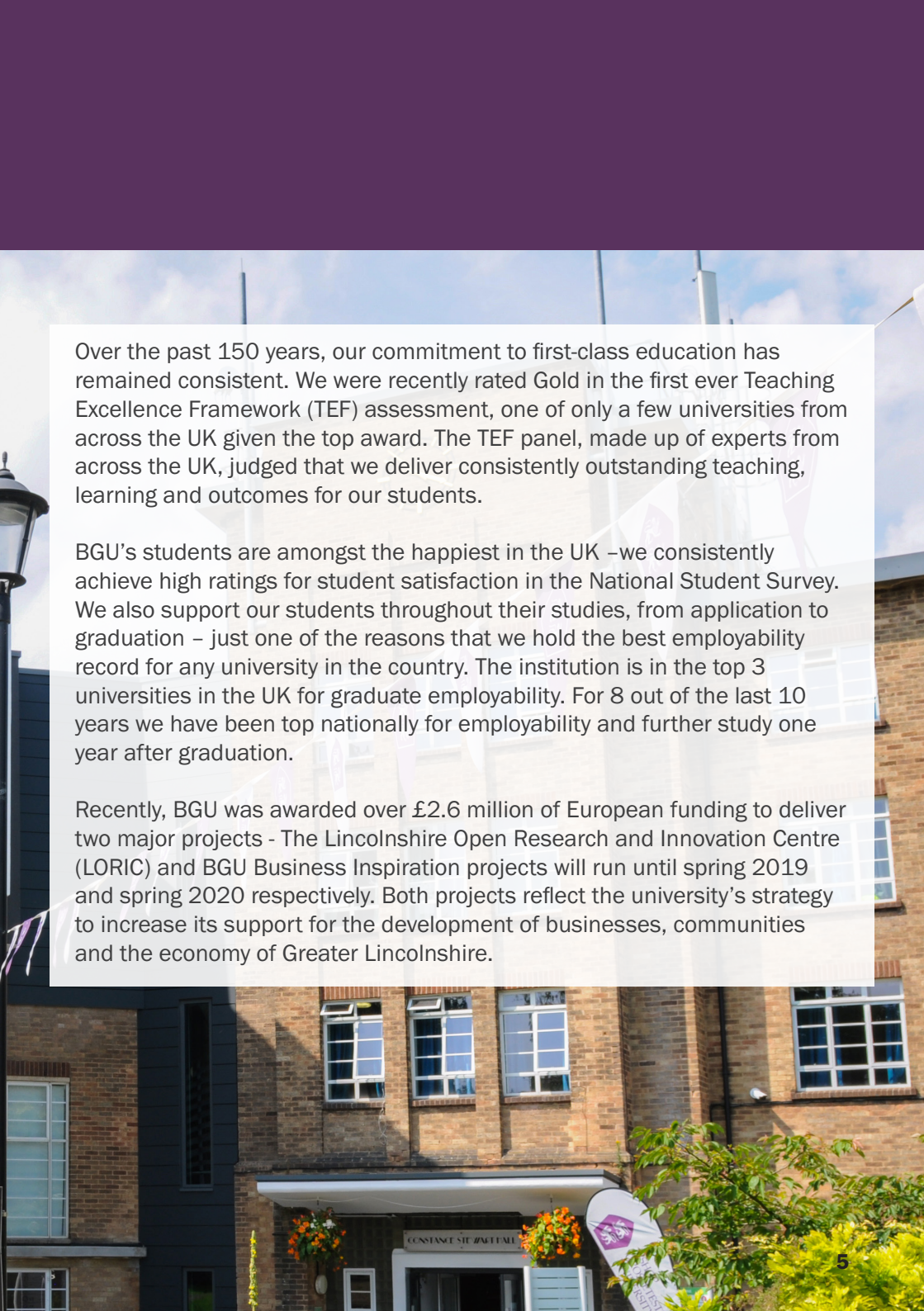


# ABOUT US

## RECENT ACHIEVEMENTS







Over the past 150 years, our commitment to first-class education has remained consistent. We were recently rated Gold in the first ever Teaching Excellence Framework (TEF) assessment, one of only a few universities from across the UK given the top award. The TEF panel, made up of experts from across the UK, judged that we deliver consistently outstanding teaching, learning and outcomes for our students.

BGU's students are amongst the happiest in the UK –we consistently achieve high ratings for student satisfaction in the National Student Survey. We also support our students throughout their studies, from application to graduation – just one of the reasons that we hold the best employability record for any university in the country. The institution is in the top 3 universities in the UK for graduate employability. For 8 out of the last 10 years we have been top nationally for employability and further study one year after graduation.

Recently, BGU was awarded over £2.6 million of European funding to deliver two major projects - The Lincolnshire Open Research and Innovation Centre (LORIC) and BGU Business Inspiration projects will run until spring 2019 and spring 2020 respectively. Both projects reflect the university's strategy to increase its support for the development of businesses, communities and the economy of Greater Lincolnshire.

# ABOUT US







**Two major new facilities have opened on campus within the last year:**

The Centre for Enhancement in Learning and Teaching (CELT) opened in 2016. The bright, airy new space contains meeting rooms, the IT helpdesk, and spaces for the CELT team to work.

A major redevelopment and extension of Constance Stewart Hall also took place; and the iconic building is now home to modern teaching and events space.


Fully funded from our own reserves, these projects reflect BGU's continuing commitment to enhancing the learning experience of our students.

BGU remains a small and cohesive academic community where staff and students alike are valued as individuals and encouraged to think of others.



# WHY WORK HERE

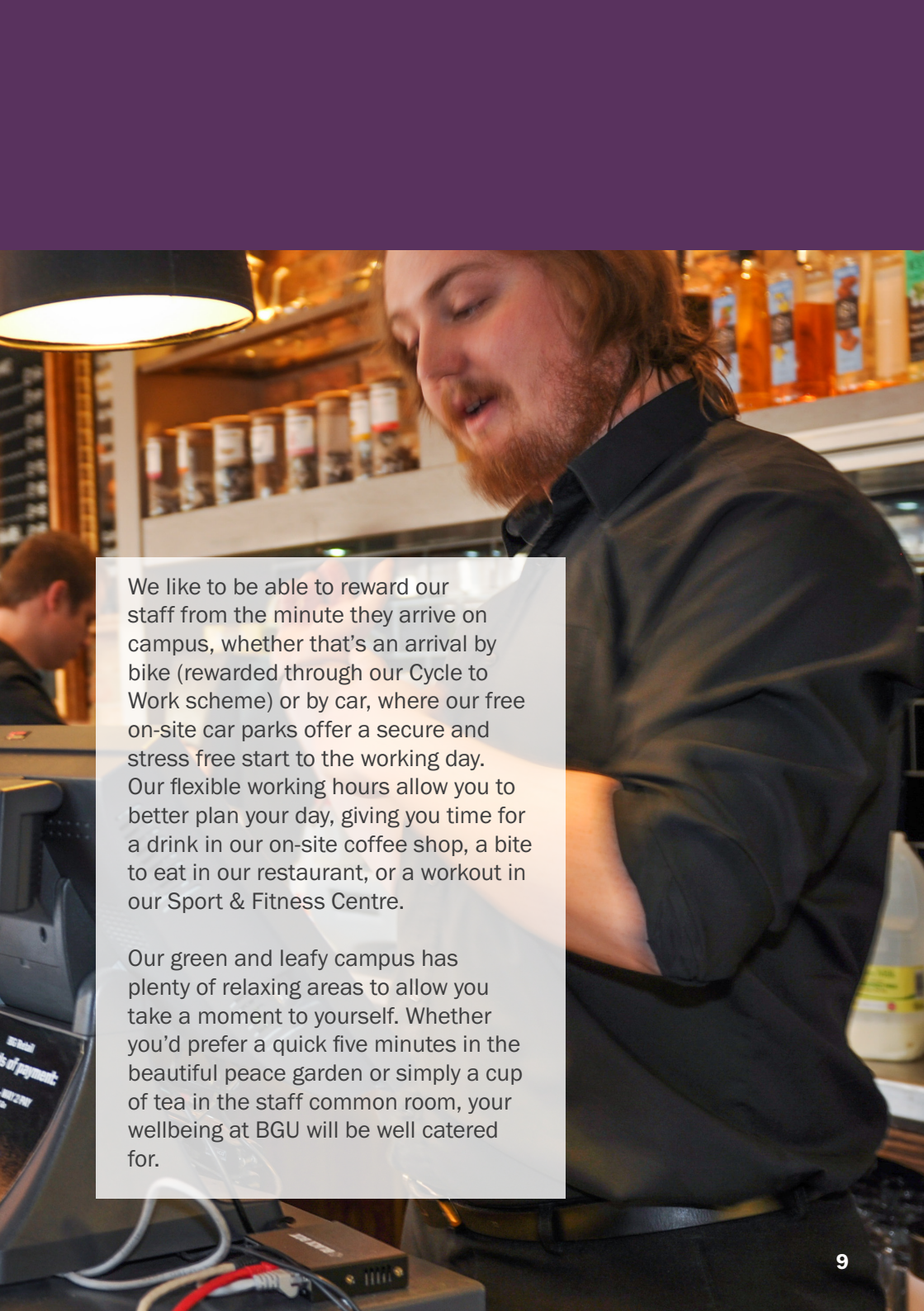
## OUR FACILITIES

A woman with long brown hair, wearing a teal double-breasted coat with a gold brooch, is smiling and looking down at a document she is holding. The background is a library or study area with bookshelves and a red lamp.

Here at BGU we're lucky that our self-contained campus has everything you need to create a pleasant and relaxing working environment.

On a normal day on campus you'll find that the Robert Hardy building is usually the busiest hive of activity. With its wide array of flexible teaching spaces, seminar rooms and a lecture theatre, the building is often seen as the heart of learning at BGU. However, with our modern research spaces in a range of subjects from Archaeology to Psychology spread across campus, along with new and impressive state-of-the-art teaching spaces having just been added, the whole of BGU tends to be a lively and vibrant place to work.

The Cornerstone building really is just that, the cornerstone of knowledge on the BGU campus. It houses our library, which is much more than just a collection of books and journals – it contains a wealth of resources, including our specialist collections and a wide variety of print and electronic materials.




We like to be able to reward our staff from the minute they arrive on campus, whether that's an arrival by bike (rewarded through our Cycle to Work scheme) or by car, where our free on-site car parks offer a secure and stress free start to the working day. Our flexible working hours allow you to better plan your day, giving you time for a drink in our on-site coffee shop, a bite to eat in our restaurant, or a workout in our Sport & Fitness Centre.

Our green and leafy campus has plenty of relaxing areas to allow you take a moment to yourself. Whether you'd prefer a quick five minutes in the beautiful peace garden or simply a cup of tea in the staff common room, your wellbeing at BGU will be well catered for.

# WHY WORK HERE

## OUR LINCOLN



BGU Campus is situated in the heart of historic uphill Lincoln, just a stones throw from the magnificent Cathedral, impressive Castle and picturesque Bailgate area. Modern day Lincoln derives its name from Lindum Colonia, the title given to the city when the Romans settled here over two-thousand years ago.

Lincoln is one of the world's great historic cities. It is a thriving cultural hotspot which mixes old and new, historic and contemporary, traditional and cutting edge. With cobbled streets, cosy tea rooms and a majestic Cathedral it retains the charm of a smaller city, alongside a busy high street and dynamic waterfront.

Lincoln is a friendly, safe and student centred city. The attractive combination of a vibrant city centre which is only a short walk from the campus, with a range of historic sites across the city provide a broad range of cultural activities and venues.





# WHY WORK HERE

## OUR REWARDS

### Other benefits include:

- Up to 35 days annual leave allowance
- Competitive Pension Scheme
- Free staff car park
- Subsidised BG gym membership
- Childcare Vouchers
- Cycle to Work Scheme
- On-site restaurant and coffee shop
- Study BGU courses at nil fees (subject to eligibility criteria)
- Death in Service (2x salary)
- Relocation packages available (subject to eligibility criteria)
- Library membership
- Occupational sick pay scheme
- Counselling service
- Staff lunchtime fitness/badminton classes
- Volunteering scheme
- Access to Occupational Health workplace assessments
- Flexible working
- Time off to care for dependants
- Bereavement Leave
- Eye Tests
- Peace Garden
- Staff Celebration Day
- Prayer Room
- Staff Common Room
- MyRewards

# THE ROLE

# JOB DESCRIPTION

**Title**

Head of Estates and Facilities

**Grade**

9

**Responsible to**

Chief Operating Officer

**Job Summary**

The University has invested significantly in its estates development. Future plans and strategies continue to recognise this as an important driver in improving the student and staff experience at the University.

In line with a rapidly changing Higher Education sector, there is a change programme running across the institution alongside an ambitious five year strategy for growth. As a member of the Senior Management Group (SMG) the Head of Estates & Facilities will help to drive this programme of change, working alongside the Chief Operating Officer to whom the role reports and in close collaboration with the SMG and the Vice Chancellors Executive Group (VCEG). The Head of Estates & Facilities will have a key role to play in the University's development through a clearly defined estates strategy aligned to the institutions strategic aims.

The Head of Estates & Facilities is responsible for the development and maintenance of the University estate and related services. This will include sustainability, value for money, legal compliance and accurate and timely reporting of all statutory returns associated with the role in addition to managing a team of professional support staff.

# ABOUT YOU

## SPECIFIC RESPONSIBILITIES

### **The postholder will:**

1. Play a key role in the strategic leadership and management of the University and undertake University-wide senior management functions that are appropriate to the role. In particular, take responsibility and accountability for the University's Estates Strategy to support the University's vision and strategic aims.
2. Responsible for the procurement and the efficient management of all works and services related to the operation, maintenance and creative development of the University's estate.
3. Provide professional and technical advice to the VCEG and University Council on all estates related matters including routine reporting and updates.
4. Provide leadership across the Estates function which covers services and staff responsible for student accommodation, cleaning, transport, reception, porters/security, maintenance, gardening and timetabling. Ensuring that the necessary skill and competency levels are in place. This will include performance management and review for staff whom report directly to the Head of Estates & Facilities including the Maintenance Engineer, Head Porter, Accommodation Officer and Estates & Timetabling Officer.
5. Manage and ensure value for money across building operations and maintenance, mechanical and electrical engineering services, capital development projects, grounds maintenance and procurement and management of utilities.
6. Provide leadership to the University's Sustainability and Carbon Management agenda.



7. Promote efficiency and flexibility in the use of physical resource seeking operational efficiencies through space management and initiatives to achieve improvements in service quality and value for money.
8. Produce the estates annual business plan working with members of the SMG and be responsible for the department's annual budget and capital investments.
9. Ensure that adequate information is available on matters such as physical condition, plans and surveys, legislation compliance, functional suitability and space utilisation of the University estate.
10. Providing high quality management information and statistics for both internal and external purposes as required, including HEFCE returns.
11. Represent the institution on Estate and Facilities related matters and in dealings with the Funding Council, Local and National Authorities and other external organisations, including professional advisors.
12. Manage the strategic and operational risks associated with the University's estate and related services including risk management and emergency planning.
13. Chair a range of internal and external meetings or committees as required.
14. Develop and maintain a 'client-centred' approach to the provision of all aspects of estate management.
15. Ensure health and safety compliance across the estate and work towards improving health and safety for all campus users.
16. Undertake any other reasonable duties commensurate with the grade of the post as may be directed by the Vice-Chancellor or Chief Operating Officer.

# ABOUT YOU

# GENERIC RESPONSIBILITIES

## **The general responsibilities are as follows:**

1. Attend appropriate training and staff development sessions, and participate in an annual performance review process.
2. Comply with the University's Health and Safety Welfare Policy, legislation and practice.
3. Maintain professional standards in relationships, including non-discriminatory practices.
4. Undertake any other duties as may reasonably be required, including assisting and supporting colleagues in their work, providing absence cover, and undertaking administrative duties appropriate to the role and departmental requirements.
5. The post-holder must operate within the guidelines, procedures and regulations of the University.
6. The post-holder must operate within the University Financial Regulations, Diversity and Equality Policy and other relevant University policies.

# PERSON PROFILE:

## HEAD OF ESTATES AND FACILITIES

### Education/Qualifications and Special Training

#### Essential

- Suitable degree level qualification or equivalent.
- Membership of appropriate professional body (RICS, CIBSE, RIBA, CIOB) and evidence of CPD.

#### Desirable

- NEBOSH in Occupational Health and Safety.
- Project Management Qualification

### Knowledge and Skills

#### Core

- Effective interpersonal and presentation skills including the ability to convey complex and sensitive information of a technical nature to a wide range of stakeholders and audiences.
- An aptitude to think critically, analyse and develop innovative solutions to complex problems.
- Ability to operate and manage at a strategic level in addition to understanding and working at a day to day operational level.
- Excellent leadership and people management skills and capacity to delegate effectively.
- Outstanding communication skills, both written and verbal.
- Strong interpersonal skills, including the ability to influence, persuade, negotiate and network.
- Work collaboratively at all levels within the University and externally.
- Excellent business planning,
- project and organisational management knowledge.
- Strong financial/budgetary management and financial forecasting/reporting experience.



## **Experience**

### **Essential**

- Significant management experience within an estates and property function delivering the full breadth of estates services.
- A track record of managing large and complex capital and revenue projects including new builds, adaptations, refurbishments to quality standards within time and cost restraints, using a project management methodology.
- A broad range of demonstrable technical experience in mechanical and electrical engineering and/or building/quantity surveying and/or construction management.
- Experience in developing a quality approach to service delivery
- Experience in reporting and conveying information to people at all levels within the organisation.

### **Desirable**

- Experience in Higher Education

# FURTHER DETAILS

The working conditions are fixed by The University Council and are generally in line with those agreed nationally for staff employed in Higher Education. BGU adopts the national single pay spine and is represented by UCEA in the annual pay negotiations with Trade Unions.

All employees will receive an annual increment on 1 April of each year up to the threshold for the grade unless they are subject to formal action under the capability or disciplinary procedure.

Paid annual leave for professional support staff on grade 1 to 7 is 22 days per year (pro-rata if part time), plus 8 statutory holidays and an additional 3 discretionary days. After 5 years' service the annual leave will be increased by a further 5 days.

Professional support posts at grade 8 and above receive 35 days' annual leave.

Academic posts receive 35 days' annual leave.

There is a Flex-time Scheme in place for eligible posts and the normal full time working week is 37 hours from 8.30am to 5.00pm Monday to Friday and 8.30am to 4.30pm on Friday.

In accordance with the rules of the scheme you will be eligible to join either the Local Government Pension Scheme, the Teachers Pensions Scheme and, if you are an existing member, the Universities Superannuation Scheme

The successful candidate will be required to complete a Declaration of Health Form and, if necessary, have a medical examination to ascertain that they are medically fit to perform the duties of the post.

You will also be required to provide evidence of your eligibility to work in the UK.

New employees to BGU may have to undertake a DBS check depending on their job role.

All offers of employment are made subject to the University receiving two satisfactory references.

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# HAPPY STUDENTS

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*BGU has some of the happiest students in the UK, with consistently  
high satisfaction levels in the National Student Survey*



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**BISHOP GROSSETESTE  
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