**BISHOP GROSSETESTE UNIVERSITY**

**JOB DESCRIPTION**

**Job Title:** Head of Estates & Facilities

**School/Department:** Resources

**Remuneration Level:** Grade 9 £ 49,149 - £56,950

**Contract Status:** Full time permanent

**Reporting to:** Chief Operating Officer

**Purpose of the Role**

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.

**Main Responsibilities**

The main duties of the post are as follows:

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.

**General University Responsibilities**

* Attend appropriate training andstaff development sessions, and participate in an annual performance review process.
* Comply with the University’s Health and Safety Welfare Policy, legislation and practice.
* Maintain professional standards in relationships, including non-discriminatory practices.
* 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.
* The post-holder must operate within the guidelines, procedures and regulations of the University.
* The post-holder must operate within the University Financial Regulations, Diversity and Equality Policy and other relevant University policies.

**PERSON SPECIFICATION**

**HEAD OF ESTATES**

|  | **Essential** | **Desirable** |
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| **Education/**  **Qualifications and Special Training** | Suitable degree level qualification or equivalent.  Membership of appropriate professional body (RICS, CIBSE, RIBA, CIOB) and evidence of CPD. | NEBOSH in Occupational Health and Safety.  Project Management Qualification |
| **Knowledge and Skills**  **Knowledge and Skills** | 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.  An excellent understanding of energy and environmental management matters.  A thorough knowledge and understanding of all legislative and statutory requirements relevant to the role including CDMC(2015), Health and Safety, Fire Safety, statutory and local authority planning regulations.  High standards of personal and professional integrity. |  |
| **Experience** | 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. | Experience in Higher Education |