

Job Description



General Details

Job title:	Director of Estates (ECS17/08)
School/Service:	Estates
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	1.00 FTE
Grade/Salary:	Grade 12 (£70,004) – Grade 14 (£88,638), dependent on experience
Date Prepared:	November 2017

Job Purpose

- To develop and lead the University's Estates strategy ensuring optimum use of the University's buildings, facilities and resources.
- To provide strategic leadership and operational management of the University's Estates portfolio, including maintenance and capital project teams from procurement to completion.
- To work in partnership with the Senior Leadership Team to develop the estate, creating environments that are visionary, sustainable and support the delivery of excellent student experience.
- The potential to lead and manage commercial services, such as catering and the sports centre, dependent on experience.

Relationships

Reporting to:	Deputy Vice-Chancellor
Responsible for:	Capital Projects Estate Maintenance Environment and Grounds Domestic Services Security and Control

Main Activities

- Develop, lead and implement the Estates five-year business plan, working in conjunction with other Services and the Academic Schools
- Ensure delivery of the Estates strategy and business plan within prescribed timescales and allocated resources
- Develop and implement strategies to ensure optimum usage of the University's buildings, facilities and resources
- Provide and maintain a safe and secure physical environment for all students, staff and visitors
- Strategic leadership and operational management of the Estates (and commercial services) portfolio

including:

- Capital Projects
 - Estate Maintenance
 - Environment and Grounds
 - Domestic Services
 - Security and Control
 - (Catering, Conference and Events)
 - (Sport and Active Lifestyles)
- Work in partnership with the Senior Leadership Team to develop the estate, creating environments that are visionary, sustainable and support the delivery of excellent student and staff experience.
 - Ensure compliance with statutory and other regulations related to the estate and its buildings.
 - Ensure the estate and its buildings are maintained in line with the planned maintenance schedule.
 - Management of approved capital and planned maintenance budgets to ensure that all works are completed as agreed, to timescale and with allocated resources.
 - Lead, manage and motivate the staff within the Estates department in accordance with University policies and procedures
 - Ensure staff in the Estates department have the necessary skills and competency to deliver the five-year business plan by setting objectives and developing staff in line with the Performance and Development Review scheme.
 - Provide professional, specialist and timely advice to the University's Board of Governors, Executive and Senior Leadership Team relating to the University's estate and the associated services.
 - Develop and maintain good working relationships with the University's professional advisors, local authorities, and statutory undertakers with particular regard to health and safety and environmental matters.
 - Working with the Head of Health and Safety, ensure that the University estates and its buildings comply with health and safety regulations.
 - Build relationships and represent the University on Estates matters at local and national level.
 - The potential to have oversight of both estates and commercial activities, dependent on expertise experience.
 - To lead or undertake other University projects and/or duties as may reasonably be expected by the Deputy Vice-Chancellor.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the

service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Martin Jones (Deputy Vice Chancellor) on 01785 353856 or Martin.Jones@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Person Specification



Job Title: Director of Estates (ESC17/08)

School/Service: Estates

The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Educated to degree level or equivalent level of experience	E	A
2	Possession of a relevant professional qualification (RICS, ICE, CIBSE, RIBA or equivalent)	E	A/I
3	Demonstrable experience of operating at a senior, strategic level in a complex organisation	E	A/I
4	Demonstrable experience of managing an Estates portfolio, including maintenance management and capital projects	E	A/I
5	Experience of developing, implementing and delivering against strategic plans	E	I
6	Experience of delivering successful programmes of work on time and to budget	E	A
7	Demonstrable experience of successfully leading, managing and motivating a large, high-performing team	E	A
8	Excellent interpersonal and communication skills with the ability to engage and influence at all levels, both internally and externally	E	I
9	Excellent organisational skills with experience of managing multiple programmes of work with competing deadlines and challenging budgets	E	I
10	Ability to analyse a problem and present a sound, customer focussed solution	E	I
11	A flexible, creative and change-orientated approach	E	I
12	Able to demonstrate an understanding of the University's strategic plan and a commitment to the University values	E	I
13	Experience of leading and managing soft facilities, including security, cleaning, portering and postal operations	D	A
14	Experience of managing commercial services, such as catering outlets.	D	A/I
15	Previous experience of working in Higher Education	D	I

* <u>Key</u>	
[A] Application form	To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'
[I] Interview	To be assessed during the interview process including selection tests or presentation, as appropriate