



## Executive Director of Estates and Capital Projects Job Description

<b>Department:</b>	CEO and Executive Office
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<b>Responsible to:</b>	Chief Financial Officer
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<b>Responsible for:</b>	Capital Project Lead, Head of Estates and Facilities and Health and Safety Manager
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<b>Salary:</b>	Competitive salary: c.£65K dependant on experience  <i>Pay award pending.</i>	<b>Hours/Contract:</b>	Full time, 37 Hours Per Week, Permanent (1.0 FTE).  <i>Management terms and conditions</i>
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### Role Summary:

As a member of the College Executive team, the post-holder will provide strategic leadership, management and development of large and multiple Capital Projects and strategic management of our estate, delivering outstanding results across all of the College campuses and support our work on sustainability.

### Main Duties and Responsibilities:

- To work with external project management companies, stakeholders and the Executive team to effectively lead the delivery of the College's capital build and other smaller or minor works projects from bid to occupancy and to ensure completion to agreed quality (including impact and functionality), time and cost objectives.
- To ensure the College's Estates Strategy is in place and delivered and that new projects are embedded into our long- and short-term maintenance programmes.
- To work with the Projects Manager and Head of Estates and Facilities to ensure the College maximises the benefits from a fully co-ordinated approach to the improvement of the Estate.
- Support the implementation of the Sustainability Strategy to support our drive to net zero and Strategic KPIs.
- To work closely with curriculum colleagues, HR and Finance teams and to ensure the Estates Strategy and delivery plan projects are consulted on and focused on delivery with minimal disruption and remain viable as part of financial planning.
- To supervise the Health and Safety Manager and ensure robust and compliant policies, procedures and compliance.
- Ensure the College's facilities, including utilities, gas, plumbing, heating, lighting, electrical, mechanical, and fire safety systems are safe, value for money and are operating effectively.
- Oversee and delivery a schedule of planned preventative maintenance alongside providing reactive maintenance.

### **Communication / Documentation**

- Communicate effectively and professionally across a range of audiences and individuals in written and oral form.
- Manage and deliver reporting and required documentation for governance of projects and the College estate.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Develop and adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

### **College Values**

- To demonstrate and uphold the College's values
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

### **Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges and Prevent. To attend relevant and associated training, as required.

### **Equality, Diversity, Health and Safety and Strategy**

- A strong commitment to the principles and practice of equality, diversity and inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

### **General Data Protection Regulation and Data Protection Act 2018**

- To oversee the College's responsibility for GDPR supported by the Executive team, and to understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.*

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*This Job Description and Person Specification is accurate as at May 2024. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*



measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio
C	Certificate

## PERSON SPECIFICATION

### Executive Director of Estates and Capital Projects

Criteria Headings	Essential	Evidenced By	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Relevant degree (or equivalent) and/or professional building services related qualification or ability to demonstrate competency at an equivalent level.</li> <li>Project management experience and/or qualification.</li> </ul>	A  A	<ul style="list-style-type: none"> <li>Postgraduate qualification in a relevant related discipline.</li> <li>Live membership of professional body.</li> </ul>	A  A
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of managing staff and matrix-styled working across teams.</li> <li>Successful track record of strategic and operational management of large and/or multiple capital projects.</li> <li>Experience of managing a College estate or similar.</li> <li>Experience of working to public sector demands and context or similar on deadlines, compliance, and integrity of projects.</li> </ul>	A, I, P  A, I  A, I A, I	<ul style="list-style-type: none"> <li>Experience and current knowledge of building controls and RIBA stages.</li> </ul>	A, I, P

	<ul style="list-style-type: none"> <li>• Experience of managing and implementing change programmes. including in-depth experience of 'project management' within a complex organisation.</li> <li>• Evidence of continuing professional development and genuine interest in continuous learning.</li> <li>• Experience of the use of complex risk analysis to evaluate strategic options and opportunities.</li> <li>• Experience of taking responsibility for meeting Statutory, procedural, regulatory and policy requirements.</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p>		
<p><b>Skills/ Aptitudes/ Competences/</b></p>	<ul style="list-style-type: none"> <li>• An open leadership style that motivates &amp; inspires others to achieve outstanding results and meets College values.</li> <li>• Substantial experience of leading, developing and contributing to strategic and operational plans.</li> <li>• Excellent problem-solving skills. Ability to problem solve both operational and strategic issues through a pragmatic and commercially sound approach.</li> <li>• Experience of maintaining excellent relationships with trade unions, colleagues and external contractors.</li> <li>• Analytical skills with proven ability to use management information to identify issues and opportunities to drive performance.</li> <li>• Excellent organisation, time management and prioritisation skills.</li> <li>• Ability to take a structured approach to the role with a natural, proven ability to oversee multiple complex projects, deadlines and issues at any one time.</li> <li>• Excellent and well-developed communication and interpersonal skills with the ability to write reports</li> </ul>	<p>A, I</p> <p>A, I, R</p> <p>A, I, P, R</p> <p>A, I, P</p> <p>I, P</p> <p>I</p> <p>A, I</p> <p>I, R</p>	<ul style="list-style-type: none"> <li>• Rigorous analytical thinker with an ability to visualise issues strategically and at a practical/operational level from a business, staff and student perspective.</li> <li>• Effective managerial skills and ability to fairly delegate work, set clear direction and to manage workflow and outputs.</li> <li>• Strong mentoring and coaching skills.</li> <li>• Ability to develop team performance and skills.</li> </ul>	<p>A, I, P</p> <p>A, I</p> <p>I</p> <p>I</p>

	<p>and other documents to an exceptionally high level.</p> <ul style="list-style-type: none"> <li>• Highly organised and methodical with exceptional people skills.</li> <li>• Excellent presentation, influencing and negotiating skills with a proven track record.</li> <li>• Able to work at a strategic level and to assimilate and analyse information quickly.</li> <li>• Proactive as a team member and when working alone.</li> <li>• Ability to foster excellent working relationships and rapport with others.</li> <li>• Strong political awareness and business acumen.</li> </ul>	<p>I, R</p> <p>I, P</p> <p>I, P</p> <p>I, P</p> <p>I, P</p> <p>I, P</p>		
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Passion for delivering high standards and creating business success, with a strong commitment to customer service.</li> <li>• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties.</li> </ul>	<p>I</p> <p>I</p>		



## **MANAGEMENT TERMS & CONDITIONS**

### **Conditions of Appointment**

All appointments are offered subject to a probationary period of up to twelve months, during which time, performance will be assessed. In addition, all appointments are subject to:

- *verification of relevant qualifications*
- *receipt of references considered suitable by the College*
- *a satisfactory enhanced Disclosure check*
- *verification of eligibility to work in the UK*

### **Pension Arrangements**

All staff have the opportunity to participate in a relevant pension scheme provided by the College, i.e., TPS or LGPS.

### **Working Hours**

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities. The normal working week will be 37 hours timetabled attendance.

### **Maternity, Paternity & Adoption**

The College operates a Maternity, Paternity and Adoption schemes which provides for the normal statutory benefits.

### **Sick Pay**

The College has a scheme of sickness benefits, which are over and above the statutory sickness entitlements.

### **Training and Development**

The college is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the staff performance review system.

### **Holidays**

Management staff are entitled to 39 days plus 8 bank holidays (47 days in total). There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

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**Staff Parking**

Free and generous parking space is available on site subject to availability at peak times.

**Salary Payments**

Salary is paid by direct credit transfer to your bank or building society account in 12 equal parts. Payment is made on the 27th day of each month or the next working day thereafter.

**Notice Periods**

The amount of notice you are required to give and entitled to receive is 6 months.

**Location of Work**

Your principal place of work will be at the site given in the job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the College may from time to time provide services.

**Equality of Opportunity**

We are committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.