



University of
Sheffield

Director of Estates and Facilities Management

Candidate Brochure



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Welcome from the Chief Operating Officer

The University of Sheffield is a truly special place, with a bold and ambitious future.

The University of Sheffield is a leading global university renowned for the excellence, impact and the distinctiveness of its research-led learning and teaching across a wide range of disciplines.

We are home to 30,000 of the brightest students and over 8,000 staff from more than 140 countries around the world. We want Sheffield to be an international centre of excellence for centuries to come, so we recruit ambitious, creative people from across the globe and we nurture their talent.

The Department of Estates and Facilities Management (EFM) at the University of Sheffield is the largest Professional Services Department at the University, employing over 700 staff across a range of professions and specialist areas.

EFM has a multitude of stakeholders across all of our campuses, not least our students and staff. The critical work of EFM impacts the whole of the University every day, EFM is responsible for the management and maintenance of the physical estate and complimentary services which support our activities including functions such as portering, cleaning, transport.

The Director of Estates and Facilities Management is responsible for providing strategic leadership and effective management across the whole of EFM. Working closely with the Senior Management Team, the Director will be responsible for all aspects of the University's estate, its related resources and facilities, ensuring focus on customer experience (staff, students and visitors), health and safety, and efficiency, effectiveness and sustainability. You will undertake long-term comprehensive and integrated physical resource planning for the University, and will work to enable and support key strategies including the Estates Strategy and the Capital Project Programme, along with various other projects, programmes and initiatives that support the University's overall Vision.

If you are an experienced leader with a strong track record in the management of a strategically important, broad function, have experience of delivering change and improvements in a customer services environment, and with the ability to engage and influence stakeholders at all levels we will be delighted to receive your application.



Rob Sykes,
Chief Operating Officer
University of Sheffield



About Estates and Facilities Management

Estates and Facilities Management (EFM) is the largest Professional Services Department at the University. EFM currently employs over 720 staff across a range of professions and specialist areas. The Department touches all other parts of the University every day. EFM staff are more than likely to be the first point of contact for all visitors to the University. You must therefore make sure that the experience of our visitors, whether they be staff, students or prospective students is an excellent and memorable one. Building receptions are particularly important as these first points of contact are staffed by EFM colleagues.

EFM is responsible for the management and maintenance of the physical estate and complimentary services which support our activities. These services range from Estates Development which is responsible for an annual capital spend of circa £90 m per annum. Capital programmes include maintenance as well as new builds and increasingly investments in our sustainability resources to support our journey towards net zero carbon emissions.

With a large estate, just short of 6.5 million square feet, there is a need to constantly understand the condition and operation of the estate which is part of the Property and Business Services Department. This department, as an integral element of EFM, ensures that surveys are undertaken on a regular basis to inform actions for investment and backlog expenditure. As a significant land holder within the city of Sheffield and beyond, work to develop and manage an extensive property portfolio is a constant. Working with business and industry and other key stakeholders within the city is a key opportunity which EFM represent the University in taking forward.

With such a large and complex estate, the health and safety of our staff, students and visitors is paramount. This requires all our staff to be well trained and that training to be competency assessed and regularly updated.

Maintenance of our estate is largely carried out in-house with specialist subcontractors required to maintain a range of equipment. EFM as a duty holder for maintenance and safety on behalf of our constituents carries approximately 70% of the statutory compliance necessary to ensure effective operations within the city's largest institutional estate.



Our Vision and Strategic Plan

The University of Sheffield is special. A world class institution at the heart of our city. Driven by outstanding people working as One University. We believe our work has the power to change lives. Not just for those who study, teach and do research here. But for those who benefit from the breakthroughs we make every day. We're proud of our past. Yet it's the future that really excites us.

We are the University of Sheffield. And this is our vision.

Find out more about our [Vision and Strategic Plan](#).

Our Four Pillars

Through our 4 pillars of Research, Innovation, Education and One University we will deliver life-enhancing research, innovation and education that not only transforms the lives of our graduates but shapes the world we live in.



Research

Our distinctive and innovative research will be world-leading and world-changing. We will produce the highest quality research to drive intellectual advances and address global challenges.



Innovation

Our transformative research and enterprise will address the world's most pressing challenges. We will enable and promote a culture of excellence in innovation and entrepreneurship across the University.



Education

Our research-led programmes will inspire, enthuse and challenge a diverse community of outstanding students. Our graduates will be equipped to stand out as confident global citizens guided by strong values, ethics and standards, able to make meaningful contributions to society.



One University

We will build a diverse community of staff and students from a broad range of backgrounds, demographics and cultures, and create an inclusive, supportive and collaborative environment in which they can succeed and flourish.

Our Story

115 years in the making, [our story](#) continues to evolve every day, defined not just by our achievements but by the unique character of our people and this remarkable city.

Our Values

We believe the best way to achieve our Vision and Strategic Plan is by fostering an ambitious, inclusive, collaborative community through our values.

We are, and will always be, guided by our values:

We are **ambitious** and strive for **excellence** in all that we do.

We believe in **collaborative** working.

We champion an **inclusive** and **diverse** community.

We are **responsible** – for our people and the wider world.

We are open and **transparent** about the decisions we make.



The Opportunity Overview

Reporting to our Chief Operating Officer you will work closely with the University's Senior Management to enable and support key strategies including the Estates Strategy and the Capital Project Programme. As a visible and inspirational leader, you will engage regularly with the Senior Management Team to champion and justify strategic approaches and to build relationships and trust across the university community.

EFM is responsible for estates management and maintenance, facilities management, portering, cleaning, transport and logistics, sustainability, energy and environment. In this role you will strategically lead this team setting clear performance targets, and establishing and maintaining a culture that is commensurate with the values of the University, is focused on customer service, and accountability for delivery. You will optimise the structure and function of the department through entrepreneurship, leadership and innovation, while supporting the delivery of excellent services across the directorate. Using technology to improve the quality of services provided, reduce costs and drive operational efficiency, you will ensure a strong budgetary and financial control culture exists, with a particular focus on value for money.

**RUSSELL
GROUP**

A member of the Russell Group
of leading UK universities

REF Research
2021 Excellence
Framework

92 per cent of our research is classed
as world-leading or internationally
excellent.

THE WORLD
UNIVERSITY
RANKINGS
2022

Top 50 most international universities

**Good
University
Guide 2023**

2nd in the north

Over **30,000** students
from 150 different countries

7,950 staff

£744 million

University income 2020-21

**6 Nobel Prize winners among
former staff and students**

**A top 10 university
targeted by employers**

The Graduate Market in 2022,
High Fliers report

Main Duties and Responsibilities

As Director, you will provide clear strategic leadership for major projects, programmes and other building initiatives that will have a significant impact across the University, and will play a pivotal role in developing and prioritising the University's long-term estates strategy. It will be vital that you ensure effective governance of the major capital projects and provide regular reports and appropriate management information on plans, progress and benefits realised. You will ensure there is a culture of service delivery and proactive engagement within the department towards its diverse range of stakeholders. You will drive performance and be able to demonstrate improvements in all service areas.

Externally, you will be the University's representative on estates and facilities management issues within the sector and the key contact within the Association of University Directors of Estate (AUDE). You will represent the University's interests with relevant bodies, including commercial suppliers and delivery partners. You will also work closely with key stakeholders within the city and the wider South Yorkshire Region harnessing mutually beneficial relationships with key external partners such as the Local Council, Mayoral Combined Authority, and the regional NHS trusts.

You will be responsible for engineering and maintenance for a large and complex estate of over 500,000 square metres and FM services including portering, cleaning, transport and grounds maintenance, including energy management. You will be responsible for revenue budgets of £54m per annum and a planned capital expenditure budget in excess of £500m over the next five years. You will be responsible for the land and property management strategy and aspects including acquisition and managing the considerable estate.

You will be responsible for the statutory registration and management of key risks under your remit, and will be involved in cross organisational work, as either a member or Chair of key governance committees, including those relating to Capital Governance, Health and Safety and Business Continuity and Risk Management.



About You

You will be professionally qualified with a relevant degree/postgraduate qualification and relevant and substantial leadership experience. You will possess substantial experience and proven success in the management of a strategically important, broad function/specialist area.

You will have a proven track record in gaining efficiencies in the management of financial, physical and human resources and delivering significant improvements in a customer services environment. With high-level negotiating and influencing skills, you will be adept at engaging with senior managers and highly qualified professionals, both internal and external.

You will be experienced in contributing to significant change management programmes at organisational level and will be able to deliver on several disparate projects simultaneously. Ideally, you will have designed and delivered a major capital programme for a large complex organisation, and you will demonstrate an appreciation of effective procurement, governance and budgetary requirements for building projects in the public sector.

Desirable qualifications

- Relevant professional qualification e.g. RICS, RIBA.



Terms of Appointment

Salary for this role: An excellent salary will be offered commensurate with the seniority of this post and the experience of the successful candidate.

This is a full time, open ended position. Job share arrangements may be considered.

Holidays:

- A minimum of 41 days annual leave including bank holiday and closure days (pro rata) with the ability to purchase more.

Pension:

- Professorial equivalent grade staff can opt to join the Universities Superannuation Scheme (USS).

Role specific benefits:

- A generous removal/relocation expenses package, subject to the terms of the scheme.
- We are happy to explore flexible delivery of the role so long as we are able to meet business needs.
- Our staff wellbeing offer, which encourages and supports staff to maintain their own positive health and wellbeing through a range of accessible, inclusive and supportive services and activities.
- A comprehensive selection of benefits and offers to suit your lifestyle needs under the umbrella of The Deal.
- Development through our Sheffield Leader programme including access to one to one coaching to support role performance and career development.
- Access to extensive development and training opportunities.
- Award-winning equality and diversity action which enhances working life for all.
- Additional 10 days emergency carers leave.

For more information on any of the above visit:

www.sheffield.ac.uk/jobs/benefits



Sheffield - A remarkable place to work

Our people and their collective talent are what make Sheffield such a special place to live and work. We're a diverse community that shares values, purpose and identity. We're committed to changing the world for the better, through the power and application of ideas and knowledge.

We'll encourage you to pursue the extraordinary. To do this, we want you to be healthy, happy, engaged, and to feel you belong. We build teams of people from different backgrounds whose talent and contributions complement each other to the greatest effect. We believe diversity in all its forms delivers greater impact.

We want to hear from people who are as committed as we are to putting diversity, inclusion and belonging into practice to make the most significant contribution we can to addressing the great challenges of the century.

We make sure to reward and recognise the contributions, values and behaviours that align with those of the University.



Our Research and its Impact

With over 115 years experience as a leading global university, we have a history of changing the world for the better. From the first documented use of penicillin as a therapy in 1930, a drug that has gone on to save more than 82 million lives worldwide, to building Europe's largest research-led manufacturing cluster, home to Rolls-Royce, Boeing and McLaren Automotive, our inventive spirit, and top quality research environment is what sets Sheffield apart.

Put simply, our research changes lives and advances our understanding of what it means to be human.

We work with other leading universities, governments and multinational companies to tackle the biggest challenges facing the world today. We're focused on the biggest issues in climate, energy, health and social justice. We're also protecting and promoting the arts, culture and heritage.

Our flagship research institutes bring together experts from a range of disciplines to understand and tackle challenges related to food sustainability, energy, healthy lifespans and neuroscience.

We're continuing to develop new interdisciplinary strengths in globally significant areas including energy and the environment, healthcare across the disciplines and digital technologies.



We are in the top 10 percent of all UK universities for research.

92 per cent of our research is classed as world-leading or internationally excellent by the Research Excellence Framework 2021.



Our Education and Student Experience

Sheffield's world-shaping research feeds into our life-altering education - it's one of our core values.

Our academics are genuine experts. Our students learn at the leading edge of discovery from researchers who are tackling some of today's biggest global challenges. We teach in creative and innovative ways to provide a stimulating and inspiring learning environment. We don't see teaching as a one-way process. We see it as students and academics working together in a supportive, collegial atmosphere. We challenge our students to excel. And we expect them to challenge us too.

Sheffield is one of the top ten universities targeted by employers according to the High Fliers report 2022. We prepare our students for the future from day one. We help them explore all their options including employment, entrepreneurship and further study. They have opportunities to meet regional, national and international employers in all sectors. We also make connections with our successful alumni who can offer advice and support.

The majority of our courses give the chance to undertake a placement year as part of a degree. It's a way of helping our students stand out from the crowd and develop the confidence and skills for graduate employment.

The student experience at Sheffield is unrivalled. Our Students' Union has won the Whatuni Student Choice Award for Best Students' Union for five consecutive years. Committed to sustainability, inclusion and equality, it's dedicated to amplifying the student voice and making a positive change on campus. There are also over 400 societies and sports clubs to join.

Sheffield is a major student city with a strong sense of community. It's vibrant, diverse and surrounded by some of the most breathtaking countryside in the UK. We're not surprised that so many of our students move here and fall in love with Sheffield. They discover a forward-thinking city that's safe, affordable and easy to explore.

Our extraordinary city is the perfect setting for groundbreaking collaborations. Although it's world-famous for precision engineering, creative and digital industries account for almost two fifths of the region's jobs.

Healthcare technology is another growth sector. Sheffield Teaching Hospitals is the UK's largest NHS foundation trust. Our close links with the city make innovation and progression possible.

Sheffield has been called the UK's greenest city; there are 50 public parks and 170 woodlands within the city boundary. As England's fourth-largest city, it has the wealth of facilities you'd expect to find in a major city, yet more than a third of Sheffield lies inside the Peak District National Park.

Sheffield is geographically diverse, nestled in a natural amphitheatre created by seven hills, and fed by five rivers. This diversity has given rise to an exceptional range of activities available, from climbing, mountain biking, road cycling, running, walking - we've got some of the best in the world.

The city contains an abundance of entertainment and cultural activities including award-winning theatres, museums and galleries, a variety of clubs and live music venues, and a range of spectator and participation sports. With a thriving cultural industries quarter and a range of city-wide events throughout the year, there is something on offer to suit everyone's taste and interests.

Located in the centre of the UK, at the heart of an excellent transport network, the M1 and M62 are within easy reach, there are 5 international airports within 65 miles and a bustling railway station offers access to every corner of the UK, and beyond. The main University campus lies on the western edge of the city centre and is easy to get to by car, bus and tram.

To find out more about how we work with partners and friends in Sheffield to help shape a culturally and economically vibrant city visit: www.sheffield.ac.uk/about/city

A group of diverse young people are walking on a sunny street in Sheffield. In the foreground, a young woman with long dark hair and a blue dress is smiling. Next to her is a young man in a grey hoodie and a blue cap. They are walking towards the right. In the background, other people are walking, including a man in a plaid shirt and a woman in a purple jacket. The street is paved with light-colored stones and there are green plants and trees in the background.

Sheffield - A remarkable place to live

How to Apply

The University of Sheffield has engaged the services of Dixon Walter for this appointment. For further information about the role, please contact Jim Allcroft at jim@dixonwalter.co.uk or on 07388 642 631, or visit: <https://www.dixonwalter.co.uk/opportunities/director-of-estates-sheffield/>

Applications should be made via email to jim@dixonwalter.co.uk by Sunday 03 December 2023 and should include on separate documents:

- A letter of application setting out your interest in the role.
- A comprehensive curriculum vitae (CV).
- A completed Personal details form (available at the above URL).

Key dates:

- Closing date, Sunday 03 December
- Longlist interviews with Dixon Walter – Between 07-14 December
- Informal engagements with key stakeholders at the University will take place week commencing 08 January 2024
- Selection centre at Sheffield, Wednesday 17 January 2024.

The University is an equal opportunities employer and welcomes applications from a diverse range of applicants. All applicants will be considered entirely on the basis of their relevant merits and abilities.





University of
Sheffield