

Director of Estates and Facilities Management (EFM)

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.

Main Duties and Responsibilities

As the 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 can 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 committee, 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.

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