



## **Job Detail**

(Overview, Role Detail and Person Specification)

## **Director of Estates & Facilities**

## **Role Title: Director of Estates & Facilities**

## **Reports To: Chief Infrastructure Officer**

### **Role Purpose**

- You will be responsible for the strategic leadership and operational management of the estates and facilities across the University campus, ensuring our environments are safe, sustainable, and fit for the future.
- In this role, you will collaborate closely with other teams, senior leaders, and external partners. Your leadership will be instrumental in driving our commitment to sustainability, enhancing operational efficiency, and delivering on our ambitious estates transformation agenda.
- To work with other senior leaders to create a physical campus that enables and encourages our students to engage with their studies to the very best of their abilities through the provision of a vibrant physical campus and accessible place to live, work and study.
- To be responsible for leading the activities of the Estates and Facilities Directorate, enabling the realisation of the University's strategic objectives.

### **Strategic Responsibilities:**

- Lead the development, implementation, monitoring and review of strategies relating to environment infrastructure to achieve the University's objectives
- Lead the team across Estates and Facilities functions in developing and implementing the operational plan and budget, ensuring it supports the achievement of the University's vision objectives and strategies
- Work in close collaboration with other institutional leaders to ensure that service priorities and standards contribute positively to corporate objectives
- Work in close collaboration with all senior staff, particularly the CIO, to deliver an environment and services that enable excellent teaching, learning and research support that are robust, resilient and cost effective in the delivery of the highest quality experience for students and staff
- Position the University as a central partner with public and private agencies in the intensive development of the wider city of Salford and Greater Manchester region
- Work closely with the Sustainability team to support a reduction in carbon emissions and develop an effective approach to sustainability across all services.

### **Functional Responsibilities:**

- Ensure that an appropriate programme of planned preventative maintenance is in place and appropriately resourced

- Lead the University's critical incident management planning and business continuity planning
- Have overall responsibility and accountability for facilities management, ensuring that where services are delivered through contracted out arrangements with external providers that contracts are delivered to required specifications, statutory requirements and ensure customer satisfaction
- Lead, develop and manage staff within the Estates and Facilities Directorate to provide a professional working environment that enables and encourages staff to meet their potential and maximise space utilisation across the university
- Ensure that the University's physical campus operations are efficient, effective and fit-for-purpose
- Ensure that there is appropriate provision of services to Schools including regular review of the 'hub and spoke' model to ensure effectiveness
- Ensure that the Directorate operates efficiently within budget and provides value for money; initiating and implementing ways of improving efficiency and effectiveness to engender a culture of continuous improvement
- Represent the University externally, strengthening partnerships and collaborations which support and enhance the University's performance and reputation and ensuring that networks are developed to support continuous improvement
- Benchmark services and service standards against provision within the HE sector and more widely, and identifying and developing best practice
- Comply with health and safety responsibilities specified in the University Health and Safety policy and work with the University's H&S advisor(s) to ensure that the health and safety of all staff and students across the University is promoted positively.
- Engage with the University's commitment to deliver value for money services that optimise the use of resources by maintaining a cost-conscious approach when undertaking all duties and aspects of the role
- Promote inclusion and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy
- Perform any other duties appropriate to the grade as may be required by the Chief Infrastructure Officer
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment

## Person Specification

The role's primary focus is to develop a professional and modern Estates and Property Services division that delivers outstanding services and is focussed on finding creative and innovative ways of enhancing the delivery of service provision in these areas. The right experience may, therefore, have been developed in any sector.

## Qualifications

	The successful candidate should have:	Essential/ Desirable
1	Hold a degree or equivalent qualification or experience	E
2	Chartered professional qualification in a relevant area such as Engineering, Planning, Building, Surveying, Architecture or Estate Management or equivalent professional experience	E
3	Evidence of continuous professional development in the field of estates and property management, engineering etc.	E

## Background & Experience

	The successful candidate should have:	Essential/ Desirable
4	Strong track record of strategically leading and managing a customer-focused, corporate function in a large, complex and multi-site environment	E
5	Track record of estate and property portfolio planning, development and rationalisation, with the ability to innovate and manage change effectively	E
6	A track record of successful programme delivery and extensive major project management experience	E
7	A thorough knowledge of modern construction tendering and contract processes and legislation	E
8	Significant senior experience of negotiating and managing commercial service-based contracts	E
9	Experience of full P&L management, including autonomous control and the setting of departmental budgets. This must include a good understanding of financial management and systems and presenting reports to executive groups and Council Committees	E
10	Demonstrable leadership qualities, with a track record of successful performance management and experience of building effective teams with appropriate levels of delegation	E
11	A proven capacity to contribute corporately to the management of the university and of strategic and business planning at the highest level	E

## Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable
12	A comprehensive understanding of all key professional, technical and regulatory requirements relating to the responsibilities in the job description including, but not limited to; <ul style="list-style-type: none"> <li>Understanding of the Legal system and Law related to ownership of property</li> <li>Understanding of legislation and processes relative to Estates and Environmental Management</li> <li>Knowledge of Capital investment regulations</li> </ul>	E
13	A "customer-centric" attitude, which retains an unwavering focus on the needs of our students at all times, to give them an outstanding experience and genuine value for money	E

## Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable
14	Confidence and be highly articulate with the ability to influence and shape the direction of the organisation; actively seeking to contribute across the broader operations of the University	E
15	Be personally and politically astute, with strong stakeholder management capabilities and the ability to relate to, and communicate with, a wide range of individuals internally and externally, including a demanding, professionally qualified/academic population	E
16	Possess the stature and gravitas to establish credibility with the executive and Council and to gain the confidence of the Higher Education Funding Council (HEFCE)	E
17	A commitment to the University of Salford's policy of equity, diversity and inclusion	E

Within your supporting statement you should describe how your skills and experience match the criteria listed in the person specification. Please provide narrative to each of the key sections (Background & Experience, Knowledge and Skills & Competencies).

You should aim to be as **concise and succinct** as possible when providing your narrative, as this will greatly assist the shortlisting panel in reviewing your application.