Director of Estates
& Campus Services
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The University of Dundee has a clear mission - to transform lives, locally and globally, by the creation, sharing and application of knowledge. We do this with world-class teaching, pioneering research and with work that has social, cultural and economic impact.

We are a Scottish institution operating on a global stage. Our impact is felt from the centre of Dundee, where we are absolutely central to the city’s future plans and prosperity, to the countries of the developing world where we are helping cure devastating diseases like malaria, and giving people life-changing opportunities for education.

We are one of the major employers in east and central Scotland and our activity is a cornerstone of the economy. Life Sciences alone, a cluster established around the University’s world-leading expertise in this sector, accounts for more than 16 per cent of the local economy in Dundee. The University employs over 3,200 people – more than one in 12 jobs in the city – and contributes nearly £750 million to the Scottish economy each year. Including spin-off activity and spending by our students, the University supports over 8,000 jobs across Scotland as a whole and is a key provider of highly skilled professional opportunities.

We are central to Dundee’s and Scotland’s ambitions, already healthily realised in many ways, to be a centre of excellence and achievement in biosciences, the creative industries and the renewable energy sector.

The University has been described as aspirational, “having its head in the clouds and its feet firmly on the ground” by the Nobel Prize winner Seamus Heaney.

Dundee is the UK’s most research-intensive medium-sized university, with an international reputation for excellence and impact. We are the top-ranked university for biological sciences research in the most recent Research Excellence Framework and top in Scotland for the STEM (Science, Technology, Engineering and Mathematics) subjects and Art & Design. The latter is centred in Duncan of Jordanstone College of Art & Design, recently ranked the top design school in the UK.

The high quality of teaching and research at the University, together with the satisfaction ratings of our students, has contributed to repeated high rankings.
About University of Dundee

We are:

- Scottish University of the Year 2016 and 2017 (The Times and Sunday Times Good University Guide);
- Ranked top ten in the UK in the 2016 National Student Survey (NSS);
- One of the World’s Top 200 Universities and 28th in the UK (Times Higher World University Rankings 2016/2017);
- The top-ranked UK university under 50 years old and in the global top 20 (Times Higher Education Young University Rankings 2017);
- Top 30 in each of the major UK university league tables (The Times, The Guardian, The Complete University Guide);
- One of the UK’s top ten universities for graduate employability with over 95 per cent of our graduates employed or in further study within six months of graduation (Higher Education Statistics Agency 2017);
- Ranked 1st in Scotland, 3rd in the UK and 14th in the world for overall average satisfaction (International Student Barometer 2017);
- Top in the UK for biological sciences (Research Excellence Framework 2014);
- Ranked among the top 20 most innovative universities in Europe, and 5th in the UK and 1st in Scotland (Reuters 2016).

Alastair McCall, Editor of the Sunday Times Good University Guide, said when they named us Scottish University of the Year for the second year running, “Dundee proves it is possible to be both an outstanding teaching university and one at the cutting edge in research work.”

The University is one of the key partners in driving the V&A at Dundee project to establish an international centre of design for Scotland at the heart of Dundee’s redeveloped waterfront. This iconic new museum and symbol of Dundee’s regeneration will open in 2018.

The calibre of research at Dundee is high, with 95 per cent of staff working in areas of national or international excellence. The University ranks in the UK’s top three for research income per capita and in the top 20 for research income.
About University of Dundee

Our vision

There have been many changes since the University became an independent institution in 1967, following a 70 year relationship with the University of St Andrews, but the fundamental aim remains and has been rearticulated in our Transformation Vision. That is to:

“Transform lives locally & globally through the creation, sharing and application of knowledge.”

This vision commits us to excellence in both teaching and research and making a leading contribution to the social, economic and cultural life of Scotland and the wider world. Over the coming years we have set as our goal becoming Scotland’s leading university, celebrated internationally for the quality of our graduates and the impact of our research.

The University of Dundee enjoys an international reputation for excellence that attracts top-class students and academics from across the world – with over 140 countries represented in the University community. The City Campus is less than a five minute walk from Dundee’s city centre, with the Medical School a ten minute drive away in the west of the city at Ninewells, one of Europe’s largest teaching hospitals. We also have a campus in Kirkcaldy, Fife, where we deliver nursing education.

Facts and figures

- We were founded in 1881 as University College, Dundee.
- Dundee became an independent university in 1967 following a 70 year relationship with the University of St Andrews.
- The University is home to more than 17,000 students and over 3,200 staff, helping to make Dundee Scotland’s most student-friendly city.
- 25 per cent of our students are from outside the UK. Dundee is one of the highest ranked UK universities in the International Student Barometer, the annual measure of student satisfaction.
- Around 12,000 of the students are involved in undergraduate studies.
- Our annual turnover is in excess of £250 million.

The University enjoys a city centre location, with excellent transport links throughout Scotland and the UK – London is less than a 90 minute flight, and Edinburgh and Glasgow little more than an hour by car or train.

An additional website, which provides the opportunity to take a virtual tour of the campus, can be found at the City Guide at the following link:

www.dundee.ac.uk/virtual-tour/
About University of Dundee

Governance and Senior Management

The University Court is the governing body of the University, and The Senatus Academicus or "Senate" is the supreme academic authority in the University.

The University Court has general control over all of the University’s affairs, especially matters relating to strategy, staff, finance and the estate. The Senate’s primary responsibilities are to regulate and superintend the academic work of the University in research, learning, teaching and the student experience from admissions through to graduation.

A focus on the student experience and student representation in decision-making is a distinctive element of the University’s governance and is taken forward in strong partnership with the Dundee University Students’ Association (DUSA).

The Principal & Vice-Chancellor, Sir Pete Downes, is the University’s Chief Executive Officer and leads the University Executive Group, which comprises:

- Vice-Principal (International)
  Wendy Alexander

- Vice-Principal (Learning & Teaching)
  Professor Karl Leydecker

- Vice-Principal (Provost)
  Professor Nic Beech

- Vice-Principal (Research, Knowledge Exchange & Wider Impact)
  Professor John Rowan

- University Secretary & Chief Operating Officer
  Dr Jim McGeorge

- Director of External Relations
  Thomas Veit

- Director of Finance
  Andrew Hewett

- Director of Human Resources & Organisational Development
  Pamela Milne

The University’s organisational structure comprises nine Schools (each headed by a Dean) which report to the Vice-Principal (Provost) and eleven Professional Services Directorates (each headed by a Director) which report to the University Secretary & Chief Operating Officer.

Schools

Art & Design
Dentistry
Education & Social Work
Humanities
Life Sciences
Medicine
Nursing & Health Science
Science and Engineering
Social Sciences

Directorates

Academic & Corporate Governance
Campus Services
External Relations
Finance
Institute of Sport & Exercise
Library & Learning Centre and Culture & Information
Research & Innovation Services
Student Services
UoD IT
University Executive Office
The University’s estate

The University’s City Campus is located near the centre of the ambitious, forward-looking city of Dundee, which has seen enormous progress in recent years and is going through a transformation of its own, not least through the waterfront development.

We are fortunate to have what many consider to be a first class City Campus environment, set within a conservation zone which means that all buildings are Grade ‘C’ listed, with some listed as Grade ‘B’. The campus covers approximately 220,000sqm with around 70 properties ranging from early 19th century buildings to world class modern research and teaching facilities. This mix of buildings of different ages, styles and traditions makes a significant contribution to the character of the campus and Dundee’s outstanding student experience.

We also occupy space owned by the NHS, with the School of Medicine based at Ninewells Hospital (the Ninewells Campus), the School of Nursing & Health Sciences delivering teaching at our Kirkcaldy Campus the School of Dentistry at the Dundee Dental Hospital on the City Campus and other sites at Stracathro Hospital and Perth Royal Infirmary. Ninewells is one of the largest hospitals in western Europe, and the University’s Estates & Campus Services staff work closely with NHS Trust staff to ensure that the estate is fit for a variety of clinical, teaching and research purposes. In addition to occupying NHS space, the University owns a number of properties at the Ninewells Campus, including recently-built modern research facilities such as the Clinical Research Centre and Jacqui Wood Cancer Centre.

Since 2001 the University has invested in excess of £200m into its estate, through a mix of new-build development and the refurbishment of older properties, providing high-quality fit for purpose accommodation including a major University teaching centre (the Dalhousie Building), extensions and refurbishments of the Library & Learning Centre and major developments for disciplines such as Life Sciences, Computing and Medicine. This investment has included the delivery of high quality Student Residential Accommodation on and off campus through a special purpose vehicle, Dundee Student Villages Ltd.
The University’s estate

Although the newer buildings do not have backlog maintenance issues, they often bring a different set of challenges. Their state of the art technology and highly serviced nature bring further complexity and impact on the maintenance regime carried out by Estates & Campus Services. For example, our Life Sciences complex is home to some of the world’s leading scientists who require cutting edge technology to facilitate their research.

Some of the buildings constructed during the 1960’s through to the 1980’s have several major issues such as poor disabled access, asbestos, poor thermal quality and ageing infrastructure all of which contributes to a backlog maintenance figure of around £40m. Some Schools, notably Art & Design, Science & Engineering and Social Sciences are housed in accommodation that requires significant investment.

We have recently completed a new University Strategy to 2022 and in parallel aim to create a new Estates Strategy & Campus Masterplan linked to a programme of investment consistent with our ambition to become Scotland’s leading university. The incoming Director of Estates & Campus Services will play a central leadership role in developing and implementing the new Estates Strategy and the ability to shape this critical element of the University’s future vision is seen as a key factor in attracting high calibre candidates to the role.
Estates and Campus Services

The Directorate is responsible for the strategic planning, development, alteration and operation of the physical estate and buildings and their services, supporting the research, teaching and learning activities of the University and supporting the delivery of an excellent student experience. In addition to running the University’s capital programme, the Estates & Campus Services is a significant cost centre in itself and is empowered to deploy its budget flexibly to deliver excellent services in response to user needs and feedback and charged with delivering best value in all its activities.

The responsibilities of Estates & Campus Services include maintenance of building fabric, mechanical and electrical systems, cleaning, security, car parking, the operation of our gardens and grounds (including outdoor sports facilities and a Botanic Garden), running an Energy Centre and delivering capital projects. The various sections within the Directorate include:

Maintenance

The Directorate is responsible for the maintenance of all University buildings through both its in-house teams and use of external contractors to provide an effective planned and reactive building maintenance regime. The Heads of Section and in-house teams have a deep strategic knowledge of the physical condition of the buildings to ensure compliance with all statutory regulations.

Precinct Services

Precinct Services include the delivery of security, cleaning and car parking services through in-house teams. The Security team reports directly to the Head of Precinct Services and comprises of a group of dedicated staff performing a vital function for the University. Our Security Officers are often a first point of contact within the University and create a safe, secure and welcoming environment. This team also manage 19 parking sites on and around the City Campus providing approximately 800 parking spaces. The in-house cleaning team of approximately 130 staff reports to the Deputy Head of Precinct Services.

Capital Projects

Estates & Campus Services provide support for a range of capital works. In recent years the team has focused on project management, ensuring effective co-ordination and liaison between client, users and designers. Staff with this unique and comprehensive knowledge of the properties, their history and embedded services are able to furnish designers with the detailed information essential to establish the design process, quickly and under such direction so as to avoid inefficient or time consuming investigative working.

Energy Centre

The University operates its own Energy Centre, which produces over 4MW of electricity through a Combined Heat & Power plant on the City Campus. Heat and electricity is distributed to the buildings through a private network.

Botanic Gardens

The University of Dundee Botanic Garden is a high quality resource for the University and the city which supports the University’s education, research and public engagement activities. The team is also responsible for the maintenance of the green spaces on the City Campus and its sports facilities at Riverside.
Organisational chart
Appointment of Director of Estates & Campus Services

Principal Duties & Responsibilities

The Director will lead the strategic management and enhancement of the University’s Estates & Campus Services Directorate. They will oversee the development and implementation of the University’s Estate Strategy & Campus Masterplan aligned to the recently-approved University Strategy to 2022. In particular, the post-holder will be responsible for:

- developing and implementing the University’s Estate Strategy & Campus Masterplan and associated capital investment programme in liaison with the Principal, University Secretary and other senior management colleagues;
- leadership of Estates & Campus Services, including the management and oversight of the full range of functions within the Directorate (major capital works consistent with the capital investment programme, maintenance and repairs, gardens and grounds, cleaning, security, space management, utilities and the commercial exploitation of University space);
- ensuring the delivery of high quality services that provide excellent value for money, make effective use of technology and are responsive to student, staff and other stakeholder feedback;
- line management of the senior management team and within Estates & Campus Services;
- supporting the work of the Finance & Policy Committee of the Court in relation to its remit for estates-related matters, including the delivery of targets and key performance indicators for the estate;
- ensuring effective internal liaison with Schools and Directorates in relation to Estates & Campus Services matters and developing excellent relationships with external bodies and organisations such as DUSA, NHS Tayside and Dundee City Council;
- ensuring the application of sound health and safety policies and a culture of compliance with those policies across the Directorate and by contractors;
- establishing effective networks internally and externally in support of the University’s activities to ensure that effective systems, policies and procedures are in place and are developed in the context of sector-wide good practice;
- developing strategic plans for the directorate and managing its annual budgets.
**Person Specification**

The successful candidate will be educated to degree level and a relevant postgraduate degree or other relevant professional qualification/experience may be an advantage. They will have:

- at least five years’ relevant experience in estates management and/or facilities management at a senior level in higher education or a related area;
- demonstrable experience of strategic planning, service enhancement, innovation, performance management and project management in a relevant environment;
- proven capacity to lead, motivate, empower and manage teams and to operate in a multi-disciplinary team environment;
- experience of joint working with development teams (fundraising) to ensure, where possible, leverage funding for capital projects;
- expertise in the application of technology to service delivery and the use of management information and business intelligence systems in support of decision making;
- experience of working with a range of internal and external stakeholders and forging effective networks and working relationships;
- capacity to engender a strong sense of service to the University community, define the levels of service delivered to students, staff and other stakeholders, encourage and utilise user feedback, and ensure these levels are maintained and enhanced over time;
- a commitment to their own personal development and the professional development of their team;

The post requires:

- a strong understanding of the key issues relevant to the functions performed by the Estates & Campus Services directorate;
- excellent leadership and management skills, including the capacity to motivate staff and manage their performance;
- creative skills and the capacity to innovate;
- high levels of personal integrity consistent with professional and ethical standards;
- empathy with, and an understanding of, the values and mission of the University especially in relation to equality and diversity;
- excellent communication and interpersonal skills;
- strong influencing and advocacy skills at a senior level;
- capacity in the analysis of complex issues;
- proven ability to formulate and offer clear advice and guidance, and make decisions on complex policy issues.

The Director of Estates & Campus Services will be able to build relationships and credibility with the student, academic and Professional Services communities, to understand the issues those communities face, and to be seen as someone who can deliver change and enhance services consistent with the University’s academic objectives and goal to become Scotland’s Leading University.

**Remuneration**

An attractive salary at grade 10 is on offer for this role consistent with the responsibilities outlined.
Terms and conditions of employment

- These are the general terms and conditions for full-time Professorial and equivalent staff.

- Working time is that reasonably required to fulfil the duties of the post.

- The starting salary will be on Grade 10 at a level determined according to the knowledge, skills and competencies of the successful candidate.

- 39 days annual leave, which includes all public holidays. The leave year runs from 1 January to 31 December.

- Payment is made on the University of Dundee Staff salary scale which is reviewed annually in line with the University’s Reward Policy for Professorial and Grade 10 staff: www.dundee.ac.uk/hr/policiesprocedures/salaryreviewprocessfor-

seniorstaff201/

- Payment is made monthly in arrears.

- Unless you state otherwise, you will be automatically enrolled into the Universities Superannuation Scheme (USS), from the start of your employment. Full details of the USS scheme are available from the Finance Office website at www.dundee.ac.uk/finance/ourservices/pensions/superannuation-schemes/uss/

- Please note that the University offers a salary sacrifice scheme, Pensions Plus, in relation to pension contributions made by both the employer and employee. You will automatically be included in this scheme unless, because of your level of earnings, you do not qualify or you choose to opt out of Pensions Plus.

Occupational sick pay scheme

There is an occupational sick pay scheme where the period of entitlement to paid sick leave is based on the length of continuous service. After five years’ service, an employee is eligible for six months ‘full pay’ and six months ‘half pay’

Work/life balance policies

There is a range of policies designed to support staff to balance work and home life and deal with personal responsibilities, as well as some of life’s major events. These include Adoption Leave, Compassionate Leave – Bereavement, Family Leave – Children and Dependents, Fertility Treatment Leave, Flexible Working, Foster Care Leave, Job share/Part-time Working, Maternity Leave, Parental Leave and Parental/Maternity Support Leave.
Terms and conditions of employment

Additional information

Qualifications

The University’s selection procedure requires that successful candidates for these posts have their qualifications and professional registration validated. One or more of the institutions which have awarded the successful candidate a degree or professional qualification/registration will therefore be contacted by Human Resources.

Disclosure Scotland checks

If the post for which you are applying includes any activities that might be considered to be regulated work with children or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007 (“Scheme”), it will be required that the successful applicant be a member of the PVG Scheme and not barred from working with children and/or protected adults.

The University will therefore undertake the necessary check through Disclosure Scotland with regard to PVG Scheme membership. Please note that it is a criminal offence to apply for a position working with children or protected adults if you are on the Disqualified from Working with Children or Protected Adults Lists.

No smoking policy

The University operates a no-smoking policy, with designated smoking areas available in some areas.

Equal opportunities

The University is committed to equal opportunities and welcomes applications from all sections of the community.

Relocation expenses

The University makes a contribution towards relocation expenses incurred by newly appointed members of staff in moving to Dundee to take up their appointments. The reimbursement is subject to a maximum of the equivalent of one month’s gross pay, calculated on basic starting salary (this does not include any shift allowances, out of hours intensity supplements, distinction awards, etc.). Additional assistance may be given in respect of removals from overseas. If relocation expenses are paid, and the member of staff leaves within two years, the University will require repayment of any such relocation expenses. Less than two years will be reimbursed on a fractional basis. Recovery will be at the rate of 1/24th for each month less than two years worked and will be automatically deducted from the final salary payment.
City of Dundee

One City, Many Discoveries

Described as’ the largest village in Scotland’, Dundee is friendly and compact. With a population of 150,000 it is not too large but has all the cultural and leisure activities you would expect in a much larger city.

When choosing somewhere to work and live, quality of life is key. Dundee is one of the few locations in the UK which combines the best of both worlds – city facilities on a friendly community scale and easy access to some of the most stunning countryside in Scotland.

Set on the spectacular Tay Estuary, Dundee is a city in a landscape of wild beaches, rolling golf courses, quaint coastal villages and beyond them Scotland’s famous mountains and glens – providing a range of lifestyle choices and house prices unbeaten by other Scottish cities. The salaries of employees in Dundee currently go further on the property ladder than almost any other city in the UK. Where the average UK house price is six times the average salary, in Dundee the ratio is just under four times salary. The range of properties within commuting distance to the University covers the widest spectrum – from rambling country houses and seaside cottages to handsome town villas and sleek city quay apartments. Dundee has put enormous effort into the redevelopment of the city centre and its stunning waterfront along the Tay is now being developed.

Excellent shopping sits side-by-side with a vibrant cultural quarter – home to Scotland’s award-winning Dundee Rep Theatre and the highly acclaimed Dundee Contemporary Arts which has become a lively social hub and film house as well as a champion of leading edge arts.

These are among the closest neighbours to our city centre campus. In addition, Dundee is to become the home of the ‘V&A Museum of Design Dundee’, a new development which will be housed in an award-winning, iconic building designed by Kengo Kuma and now approaching completion.

Dundee is a post-industrial city that has worked hard to reinvent itself and today the University is a key economic driver for prosperity, particularly in the life sciences and medicine. The University is involved in a range of partnership initiatives including a strong access programme and social, education, cultural, business and voluntary partnerships aimed at raising confidence, skills and achievement. The University has excellent working relationships with the City Council, other local authorities, Scottish Enterprise Tayside (the local economic development company), NHS Tayside and a range of other local and national bodies in Scotland and the UK.
The City of Dundee

Dundee has become known as the City of Discovery – the place where Captain Scott of the Antarctic’s ship, the RRS Discovery was built and is now permanently berthed. It is a line that serves contemporary Dundee well with its reputation as a strong research led environment. The University is one of the three biggest employers and the ratio of students and university personnel to general population is among the highest in Scotland.

The highest levels of annual sunshine, more green spaces and the purest air quality of any city in Scotland make Dundee a pleasant place to live and comparatively low levels of traffic cut the daily “hassle factor” considerably. An apocryphal tale has it that the local radio station has on occasion warned of traffic jams “causing delays of up to three minutes”.

Dundee is also renowned as a friendly city where it is easy to mix and if your passion lies with the green, Tayside and North East Fife is one of the best places in the world for access to quality and affordable golf. 18 championship golf courses lie within 30 minutes and include St Andrews, the home of golf, Carnoustie and Gleneagles, which hosted the Ryder Cup in 2014. Within similar reach lie spectacular opportunities for everything from water sports to mountaineering, fishing and hillwalking.

There are 35 primary schools in the region feeding into eight secondary schools. In the private sector, Dundee High School is one of the leading fee paying schools in Scotland, consistently scoring well on academic and sporting achievement. A further eight independent/private schools are within driving distance including St Leonards, Strathallan, Glenalmond College and Lathallan School. Pre-school education is widely provided including a number of excellent private nurseries. Dundee is just a 90 minute drive from 90 per cent of Scotland’s population. Edinburgh is less than an hour away and Glasgow around an hour and a half by road or rail. If London beckons, you can get down for a meeting and back on the same day using Dundee Airport, flying direct to London. Short check-in times are an extra bonus and crystallise the quality of life enjoyed in this part of the world.

For more information about Dundee please see:

www.conventiondundeeandangus.co.uk
www.visitscotland.com/destinationsmaps/dundee-angus
How to apply

An executive search exercise is being undertaken by Dixon Walter. Dixon Walter will support the University in helping to identify the widest possible field of qualified candidates and assisting in the assessment of candidates against the requirements for the role. Questions can be directed to Alan Walter via alan@dixonwalter.co.uk or Tel 0131 202 1000.

Further information can be found at www.dixonwalter.co.uk/vacancies/dundee

Applications should consist of a full CV detailing academic and professional qualifications, full employment history and experience as well as the names and contact details of three referees. This should be accompanied by a covering letter describing in three A4 pages or fewer how candidates meet the criteria in the Person specification, why the appointment is of interest to them and what they believe they can bring to the role.

The closing date for applications is noon Friday 6th October.

Dixon Walter Interviews will take place until the middle of October and the full field of candidates will be reviewed by the University on 25th October.

Shortlisted candidates will be invited for informal visits on either 31st October or 8th November.

The interviews will be held on 9th November.