|  |  |
| --- | --- |
| Last updated: | August 2023 |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Director of Engineering and Infrastructure** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 1121 | | |
| School/Department: | Estates and Facilities Directorate | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 7 |
| Posts responsible to: | Executive Director of Estates & Facilities | | |
| Posts responsible for: | Senior Business Change Manager, Associate Director Engineering and Maintenance, Senior Quality & Compliance Manager | | |
| Post base: | Office-based, with possibility of hybrid working | | |

|  |
| --- |
| Job purpose |
| To work closely with the Executive Director of Estates and Facilities to deliver and drive the implementation of the University’s Estates Strategic Plan.  Lead the development and integrated operational delivery of infrastructure management, engineering, and hard facilities management services across the University and the associated infrastructure. Ensure it is safe, compliant, resilient, well maintained and presents as an attractive campus environment for the benefit of our students, staff and visitors. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | **Strategic Leadership**   * Lead the engineering and hard facilities service strategies across buildings, infrastructure and facilities within the estate portfolio. * Deliver a comprehensive and cost-effective planned maintenance regime for the University’s building stock and engineering infrastructure. * Ensure that the University infrastructure is developed in a strategic manner and that there is a long-term infrastructure development and maintenance plan in place. * Maximise visual and functional coherence across all campus infrastructure and ensure that the master plan objectives are adhered to. * Provide strategic leadership to the responsible teams to deliver high quality and effective services within budgetary and resource allocations. | 15% |
|  | **Strategic Development**   * Lead the development and maintenance of reliable and scalable platform infrastructure and engineering and maintenance services which meets both existing and planned growth needs * Develop long term strategies both for preventative maintenance and asset protection * Implement quality, performance improvement and service transformation strategies to address organisational cost efficiency and sustainability targets. * Be responsible for ensuring the planned investment is managed effectively and that the deliverables are achieved. * Lead the collaboration of cross-functional teams to develop and implement platform engineering strategies that align with business goals and priorities. * Develop and maintain strong relationships with technology vendors and service providers to ensure that the platform infrastructure meets our business needs. | 30% |
|  | **Maintenance Management**   * Design, develop, implement, monitor and review a comprehensive and cost-effective planned maintenance regime for the University’s building stock and engineering infrastructure that meets statutory compliance requirements and ensures that such assets are fit for purpose whilst maintaining full financial accountability and optimal use of scarce resource. * Lead a team to provide a safe, timely and cost-effective reactive/responsive maintenance service to agreed service standards across all the University’s estate whilst maintaining full financial accountability. Taking complex engineering data analysing and interpreting this for a none technical audience to present and determine optimal business solutions * Ensure the most efficient and cost-effective models for delivery of Engineering & Infrastructure services whilst meeting statutory and regulatory compliance requirements and institutional objectives including high levels of customer service and improving the student and staff experience. * Stay up-to-date with emerging technologies and industry trends related to platform engineering. | 20% |
|  | **Governance and Compliance**   * Ensure compliance with all appropriate regulatory and legislative requirements, as well as the University's internal financial and governance regulations * Ensure compliance with security and regulatory requirements related to platform infrastructure. | 15% |
|  | **Performance Management**   * Lead and manage the Engineering and Infrastructure teams, including reviewing resources, team operating model and the professional development and capability of team members. * Provide strategic leadership to the responsible teams to deliver high quality and effective services within budgetary and resource allocations. * Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary.  Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback. Where appropriate work collaboratively to matrix manage a multi-disciplinary team to ensure the delivery of the University strategy. * To work directly with the team to embed a culture of equality, diversity and inclusion. Ensure the University’s ED&I and people strategy is considered in all decision making, planning and management of the team. | 15% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
| --- |
| Departmental and University senior management  All members of Estates and Facilities  Other members of University Staff, both academic and professional services as and when needed  External Stakeholders  Relevant suppliers and external contacts  Members of the public |

| Special Requirements |
| --- |
|  |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree in Engineering, Building Services, Facilities Management or related discipline.  Demonstrable experience in estate and engineering leadership roles across large scale, operational property portfolio with specific track record in leading the development and execution of engineering/infrastructure/hard FM strategies.  Extensive, in-depth experience of formulating long term, organisation-wide strategic plans and development of projects resulting in positive value for money outcomes, adjusting plans and strategies in anticipation of complex environmental and political changes  In-depth knowledge of relevant statutory requirements, regulations and legislation and the implications of non-compliance  Experience of planning and executing transformation and change programmes in resulting in performance improvement across engineering/infrastructure/hard FM.  Thorough technical knowledge and experience of managing engineering and infrastructure operations across a large-scale and diverse estate portfolio. | Membership of relevant professional body such as CIBSE, RICS, ICE, IMechE, IET, Engineering Council etc.  PRINCE2 or similar project management qualification.  Experience of working in an environment with similar characteristics (estates, processes, stakeholders) to those found at the University.  Experience of leading engineering and infrastructure management across a portfolio that encompasses critical facilities. | Application/Interview |
| Planning and organising | Able to champion and oversee the Department’s contribution to the university’s strategy and to lead on the Department’s strategic plans  Proven and excellent organisation skills and well tested project management skills |  | Application/Interview |
| Problem solving and initiative | Able to make judgements on significant new problems where precedent may not apply.  Demonstrable experience of resolving complex projects which may involve influencing representatives internally and externally  Ability to identify risks and options, developing plans to manage and mitigate them  Able to develop innovative solutions and practical implementations for strategic change. |  | Application/Interview |
| Management and teamwork | Able to implement successful change management initiatives and formulate strategic plans that reflect and support the priority needs of the university.  Experience of business planning and managing large budgets  Able to recognise and deal with obstacles and difficulties so that teams can deliver.  Able to demonstrate leadership and to raise performance standards throughout own work areas.  Excellent people management skills, and the capability, credibility and experience to lead a team of experienced technical and operational professionals and motivate staff at all levels to perform to the highest standards.  Personal commitment to diversity and inclusion |  | Application/Interview |
| Communicating and influencing | Able to establish and build major relationships with key stakeholders.  Builds strong relationships and support for initiatives, working collaboratively to align activity and resources to deliver strategic objectives.  Cultivates strong networks and builds links with the wider community, business, industry and other stakeholders.  Experience of managing, with tact and diplomacy, complex relationships which determine the outcome of a project including external contractors, consultants, users and occupiers and those responsible for legislative and financial compliance  Able to use influence to develop positions or strategies.  Excellent interpersonal and communication skills with a high level of credibility at a senior level. |  | Application/Interview |
| Other skills and behaviours | Ability to lead and manage change through an organisation  Able to demonstrate alignment with the University’s core values in all areas of work, and champion those behaviours in the Department. |  | Application/Interview |
| Special requirements | N/A | N/A |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

|  |  |
| --- | --- |
| Yes | If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR (Human Resources) will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (e.g.: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles (e.g.: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (e.g.: strimmer's, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (i.e.: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (e.g.: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |

|  |  |
| --- | --- |
| **All staff** | **Behaviour** |
| **Personal Leadership** | I take personal responsibility for my own actions and an active approach towards my development |
| I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly |
| I show pride, passion and enthusiasm for our University community |
| I demonstrate respect and build trust with an open and honest approach |
|  |  |
| **Working Together** | I work collaboratively and build productive relationships across our University and beyond |
| I actively listen to others and communicate clearly and appropriately with everyone |
| I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish |
| I proactively work through challenge and conflict, considering others’ views to achieve positive and productive outcomes |
|  |  |
| **Developing Others** | I help to create an environment that engages and motivates others |
| I take time to support and enable people to be the best they can |
| I recognise and value others’ achievements, give praise and celebrate their success |
| I deliver balanced feedback to enable others to improve their contribution |
|  |  |
| **Delivering Quality** | I identify opportunities and take action to be simply better |
| I plan and prioritise efficiently and effectively, taking account of people, processes and resources |
| I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion |
| I encourage creativity and innovation to deliver workable solutions |
|  |  |
| **Driving Sustainability** | I consider the impact on people before taking decisions or actions that may affect them |
| I embrace, enable and embed change effectively |
| I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward |
| I take time to understand our University vision and direction and communicate this to others |