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| Last updated: | April 2024 |

**JOB DESCRIPTION**

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| Post title: | **Director of Estates Development** |
| Standard Occupation Code: (UKVI SOC CODE)  | 1122 |
| School/Department: | Estates and Facilities Directorate |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 7 |
| Posts responsible to: | Executive Director of Estates & Facilities |
| Posts responsible for: | Associate Director Estates Development x 2, Associate Director Faculty & Infrastructure Projects, Associate Director Estate Planning & Management |
| Post base: | Office-based, with hybrid working |

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| Job purpose |
| To lead the strategic development and effective utilisation of the University’s estate including master planning, capital programme/project delivery, space strategy and property management.Set the vision and strategy of the Estates Development department delivering against ambitious targets for the estates master plan including capital development programme delivery, property asset management, space management, estate planning, and long-term maintenance for the existing estate. Ensure the University has an estate that enables its vision and strategy.  |

| Key accountabilities/primary responsibilities | % Time |
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|  | **Strategic Leadership** * Lead the estates development strategy, including, estate master planning, capital planning and space and property management strategy.
* To provide strategic leadership to the responsible teams to deliver high quality and effective services within budgetary and resource allocations.
* Lead the planning and delivery of the UoS capital plan, which includes major projects and programmes in excess of £100m in capital value as well as minor and mid-sized capital projects from £100k to £20m in value.
* Contribute to wider Estates and Facilities strategy and sub-strategies as a Deputy to the Executive Director of Estates & Facilities.
 | X %20% |
|  | **Strategic Development** * Lead on strategic estate issues including option appraisal and feasibility analysis of development schemes and collaboration with development partners.
* Leading the space management function to ensure efficient and appropriate use and development of space.
* Lead and deliver the strategic plan for long term estate maintenance of the existing estate.
* Lead property and asset management team maximising the use of University owned land and property
* Maintain market awareness of design, construction and Facilities Management providers such that value is optimised and risks are minimised
 | 15% |
|  | **Capital Development*** Lead, manage and coordinate the delivery of a capital programme or distinct major projects to agreed specification, achieving time, cost, quality parameters and fully compliant with health, safety, statutory and environmental obligations and best practice.
* Lead on strategic estate planning issues including master planning, option appraisal and feasibility analysis of development schemes and collaboration with development partners;
* Ensure all projects represent best value for money for UoS and that appropriate and effective risk management, corporate governance and audit controls are in place.
* Provide project assurance by developing, establishing, implementing and maintaining consistent and effective means of monitoring, reporting and assuring that projects are completed in line with safety, cost, time and quality criteria.
* Oversee Estates capital programme budget and expenditure;
* Establish and maintain close working relationships with internal Faculties, Divisions and Departments to ensure that Estates projects are consistent with institutional strategy, local plans and operational requirements;
* Ensure a consistent approach to capital project delivery, including the procurement and management of consultants, contractors and external project teams;
* Develop project mobilisation strategies, policies and procedures to ensure project and departmental business continuity and a seamless transition from hand-over to occupation.
* Manage key external relationships including local and statutory authorities, landlords and suppliers;
* Manage processes for establishing realistic project budget estimates, cost plans, cash-flows and regular forecasting across capital projects;
* Oversee post-project reviews, using lessons learned to develop best practice and continuous improvement;
* Ensure the effective transition from feasibility to delivery based on a detailed understanding of stakeholders’ needs and objectives;
 | 15% |
|  | **Property & Space Management*** Lead the development and implementation of UoS property and asset management strategy having regard to agreed Institutional, Divisional and Faculty priorities.
* Lead the acquisition of property on behalf of UoS including negotiations relating to freehold and leasehold agreements and contracts; lead transactions for the disposal of surplus property assets;
* Oversee, through the leadership of the Associate Director of Property & Space Management, the relationship and engagement of external agents and legal/property advisers;
* Represent the University in planning matters;
* Oversee, through the leadership of the Associate Director of Property & Space Managementthe development and implementation of space management strategies and policies to optimise the allocation, utilisation and management of space throughout UoS;
* With the Associate Director of Property & Space Management, lead and direct continuous stakeholder engagement to ensure a detailed understanding and interpretation of existing and projected space demands;
* Lead and manage engagement with a wide range of internal stakeholders and partners to develop space strategy, optimising the effective allocation, utilisation and management of space throughout UoS.
* Work collaboratively with a wide range of internal stakeholders and external partners to develop feasibility and scoping documentation; lead the compilation of business cases and presentations associated with space demands;
* Oversee the development of space norms/metrics and associated space management policies for UoS wide implementation and compliance;
* Oversee the development of comprehensive, accurate, accessible space records with procedures for ensuring their maintenance and update;
* Oversee the collation, analysis and presentation of key space data contributing to strategic decisions; ensure the accurate and timely submission of reports and annual returns to external agencies;
* Commission and direct property/space utilisation, rationalisation and development studies;
* Provide advice to school/faculty staff and academics to optimise their use of space, supporting the development of new methods of working in line with evolving space standards, technology, teaching methods, student numbers etc**.**
 | 15% |
|  | **Governance and Assurance*** Monitor and manage the Estate Development revenue budget
* Ensuring compliance with all appropriate regulatory and legislative requirements, as well as the University's internal financial and governance regulations
* Lead on business continuity for operation of the building(s) and infrastructure in the event of a major issue.
* Ensure compliance with and understanding of relevant legislation and the University’s policies and procedures including those governing health and safety, copyright, data protection, freedom of information.
 | 10% |
|  | **Performance Management** * Lead and manage the Estates Development team, including reviewing resources, team operating model and the professional development and capability of team members.
* 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.
 | 10% |
|  | **Stakeholder Engagement** * Represent the University’s interests with relevant bodies including the commercial suppliers and delivery partners.
* Work collaboratively with academic and professional services colleagues, to ensure that the physical infrastructure and physical environment are fit for purpose, fit for the future, and highly student focussed.
* Continue to build and maintain strong links with local councils and governing bodies
 | 10% |
|  | Take formal responsibility as Deputy Executive Director, accepting delegation of Executive Director’s role in their absence or at their request, representing the department at the most senior level both internally and externally. Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Departmental and University senior managementAll members of Estates and FacilitiesOther members of University staff, both academic and professional services as and when neededExternal Stakeholders; wider community, local businesses, local government organisations (Councils), Health and Safety Executive, Relevant suppliers and external contacts;Members of the public |

| Special Requirements |
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| * Ability to undertake duties at different premises including any University campus as required.
* Commitment to the integrity and confidentiality of all relevant data and process
* Demonstrate commitment to maintaining professional knowledge and awareness through continuing person and professional development both personally and for the wider team.
* Demonstrate a personal commitment to equality, diversity and inclusion in all activities.
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree in a relevant real estate / built environment discipline.Proven senior management and leadership experience in a range of demanding and influential roles, including evidence of successfully managing change. Experience of leading a comparable scale capital investment (£50m - £100m p.a.) programme in a relevant context (live, operational, high-footfall and diverse estate portfolio).Experience of property and asset management across a diverse estate portfolio.Experience of strategic planning in an estates environment including estates strategy, master planning and space management. | Membership of relevant professional body such as RICS, RIBA, ICE, Engineering Council etc. PRINCE2 or similar project management qualification.Experience of estates development and management in a campus environment encompassing academic, education, health and/or research facilities, and student accommodation.Understanding and experience of working with joint-venture development partners on the realisation of major capital developments. | Application & Interview |
| Planning and organising | Able to champion and oversee the directorate’s contribution to the University’s long-term strategy and to lead on the directorate’s strategic plans in the medium-long term. Able to lead projects and new initiatives, with little or no precent. Experience of business and budget planning ensuring alignment of resources within directorate and University objectives. Able to prioritise work and effectively manage time and resources to deliver agreed objectives within agreed standards and deadlines. | Proven and excellent organisation skills and well tested project management skills | Interview |
| Problem solving and initiative | Able to draw on professional knowledge and expertise to develop new concepts and original ideas within the directorate in response to intractable issues of importance to the University.Demonstrable experience of resolving complex issues which may involve influencing representatives internally and externallyAble to identify risks and options, developing plans to manage and mitigate them. |  | Interview |
| Management and teamwork | Demonstrate excellent people management skills to be able to lead a team of experienced technical and operational professionals at all levels to perform to the highest standards. Able to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.Able to engage, positively influence and motivate staff through the development and implementation of any change management initiatives. |  | Interview |
| Communicating and influencing | Able to establish and build major relationships with key stakeholders, both internally and externally, for example the wider community, local businesses, government organisations Able to work collaboratively and effectively with colleagues outside of direct responsibility, including external suppliers and contractors. 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. |  | Interview |
| Other skills and behaviours | Ability to lead and manage change through an organisationAble to demonstrate alignment with the University’s core values in all areas of work, and champion those behaviours in the Department.  |  | Interview |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

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

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| [x]  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.

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| **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.: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: 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  |  |  |  |

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| **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  |