

Candidate Information

Position:	Head of Estates Development
School/Department:	Estates
Reference:	20/108085
Closing Date:	Monday 10 February 2020
Salary:	Salary will be commensurate with stage of career
Anticipated Interview Date:	Friday 21 February 2020

JOB PURPOSE:

The post holder will lead and manage the Estates Development Division. You will be responsible for the development, management, and co-ordination of a comprehensive and integrated range of services to ensure the implementation of the University's capital programme as aligned to the University Estate Strategy & Corporate Plan across the following three areas:

1. Major capital new-build and refurbishment projects (from RIBA Stage 3) - Average annual spend circa £45m
2. Life cycle, long-term, and planned maintenance programmes - Annual spend circa £2.5m
3. Minor works projects - Annual spend circa £1.5m.

As a member of the Estates Directorate Senior Management Team, you will have a particular remit to introduce and embed the skills and processes across the Directorate necessary to ensure effective and efficient project delivery for all capital projects, many of which have a high level of complexity. In doing so you will make a key contribution towards ensuring the delivery of the University's Estate Strategy.

Acting as a key advocator and communicator of the Estate Strategy both internally and externally by providing leadership, influence, and support that seeks to build a dynamic and innovative approach to service delivery.

You will be responsible for actively contributing to the development and delivery of strategic plans and investment solutions which will align to the Estate Strategy.

MAJOR DUTIES:

1. Working with colleagues in the Estates Directorate's Senior Management Team (SMT) and wider stakeholders develop a procurement strategy for capital projects, establishing and agreeing the key drivers.
2. Manage directly and indirectly a team of project professionals (including Senior Estates Managers, Estates Managers, Construction Managers, Project Managers, Quality Managers and Site Co-ordinators) and a range of technical consultants in the delivery of capital development projects.
3. Using appropriate contract procedures, lead the design, supervision, and project management of:
 - (i) Major building projects (from RIBA Stage 3 onwards).
 - (ii) Engineering, life cycle, long-term, planned maintenance, and minor works projects.Ensure all projects are delivered to programme constraints, within appropriate budgets, to agreed quality standards, and that stakeholders are engaged throughout the project.
Ensure that appropriate governance, risk management, change management, and audit controls are implemented on all projects and that value for money is achieved. This will also include timely execution of all construction contracts.
4. Lead and manage the delivery of a programme of capital projects in accordance with best practice and to agreed specification in full compliance with health, safety, statutory, and environmental legislation, to meet the University's business and operational needs.
5. Ensure all capital projects take advantage of construction technology ensuring optimum building performance in use and that the environmental impact of construction is minimised and aligned to institutional sustainability goals.
6. Ensure financial control of all aspects of capital projects in support of the University's Estate Strategy and Corporate Plan. This includes budgeting, forecasting, cost control, and monthly reporting.
7. Ensure appropriate performance management of external contractors, consultants, and other service providers engaged to deliver capital projects.

8. Lead the continual review of construction and procurement best practice, benchmarking internal procedures together with formulating improvements in structure and policies to ensure the University achieves optimum value and promotes the best possible service.
9. Lead, manage, motivate, and develop in-house professional teams (including Senior Estates Managers, Estates Managers, and construction supervisors) to promote a customer focused, challenging, responsive, and adaptable service.
10. In partnership with the Head of Estates Planning, ensure resources are deployed appropriately across functional areas aligned to the capital plan and Estate Strategy, reflecting project development stages. This will include the recruitment, management, and development of adequate staff resources.
11. Drive a zero tolerance safety culture within the team and with all suppliers to ensure the delivery of a safe, healthy, and secure environment for students, staff, and visitors whilst contributing to the ongoing development of health and safety management procedures and the promotion of an effective health and safety culture.
12. Ensure clear and concise communication of the programme of capital projects, taking due regard to requirements of the business and the operational constraints of the campus.
13. Work collaboratively with the Head of Estates Services to ensure that projects incorporate maintenance & sustainability requirements and that due consideration is given to whole life costs.
14. Continuously improve and develop Management Information in relation to capital project delivery and the effective management of the capital programme.
15. Contribute as a member of the SMT to the overall strategic development and leadership of the Directorate and the wider University.
16. Carry out other duties commensurate with the general remit of the post.

ESSENTIAL CRITERIA:

1. Relevant degree in a construction or engineering related discipline.
2. Relevant professional qualification in a construction or engineering related discipline.
3. A proven track record which includes substantial wide- ranging experience at a senior level in the leadership and management of people and teams.
4. Extensive relevant strategic capital project delivery experience at a senior level in a complex private sector firm or significant public sector organisation.
5. Substantial track record of leadership experience across relevant areas including (but not limited to) design and planning, construction, project delivery, managing external contractors, and financial control.
6. Experience of developing innovative solutions and practical implementations for strategic change.
7. Experience of delivering successful projects from start to finish within defined timescales/budgets.
8. Experience of managing and controlling substantial budget/resources/funding and an understanding of financial management, governance and approval procedures.
9. Full understanding of the best practice in developing and producing Outline Business Cases and Full Business Cases to quantify and demonstrate need.
10. Highly developed knowledge of procurement best practice and construction practice, including public sector procurement, together with an awareness of the broader issues relevant to the industry.
11. Well-developed knowledge of planning and control systems for development and construction.
12. Well-developed understanding of internal and external regulations and procedures and the implications of non-compliance.
13. A high level of computer literacy with appropriate experience in the use of computerised systems in the implementation of property development and construction.
14. A clear understanding of the benefit of fully integrating Building Information Modelling systems in the planning, development process and long term maintenance programme.
15. Highly competent oral and written communication and presentation skills.
16. Highly effective interpersonal skills including motivating, negotiating, influencing, and networking at senior level.
17. Ability to analyse and present information in a variety of forms (written and verbal) to different audiences in a range of settings.
18. Ability to manage and develop relationships with senior internal and external stakeholders and clients, including at the board level.
19. Output-driven and delivery-focused with the ability to work under pressure and meet deadlines and targets.
20. Adaptability and willingness to encourage and support new methodologies and initiatives.

DESIRABLE CRITERIA:

1. Relevant postgraduate qualification in a construction related discipline.