

Candidate Information

Position:	Estates Manager - Sustainable Construction
School/Department:	Estates
Reference:	22/109845
Closing Date:	Monday 30 May 2022
Salary:	£42,149 - £51,799 per annum.
Anticipated Interview Date:	Friday 24 June 2022

JOB PURPOSE:

The post holder will lead on embedding sustainability and climate resilience into the University's construction, refurbishment and maintenance activities, to help achieve the University's commitment to net zero carbon and deliver the objectives and aspirations set out in the University's Corporate Plan, Estate Strategy and pending Net Zero Strategy.

The focus of the role will be to lead on sustainable and climate resilient design, construction and maintenance the post holder will manage a broad programme of work, involving strategy and policy development, stakeholder engagement, collaborative project work, and monitoring and reporting.

MAJOR DUTIES:

1. Lead, develop and deliver policies and processes, and proactively collaborate with key stakeholders, to ensure that construction projects, refurbishment and maintenance works achieve the highest levels of sustainability and deliver buildings that are resilient against climate change. This will include the identification and implementation of methods of measuring embedded carbon in construction and refurbishment projects.
2. Develop mechanisms and metrics to measure the sustainability performance of individual construction, refurbishment and maintenance projects, and the University's capital programme as a whole. Periodically assess performance against these to identify areas for further improvement; report these to key stakeholders on a regular basis, along with recommendations on remedial actions to further improve the sustainability performance of the University's construction, refurbishment and maintenance activities.
3. Liaise with Estates Planning and Estates Development project teams on all aspects of carbon performance in relation to the capital programme. This will include the associated embedded carbon and the operational carbon of each project. Advise on the implications of building design, construction and commissioning for managing the impacts of a changing climate on the built environment, and on sustainable solutions that increase resilience of the University's buildings and estate against climate change.
4. Report to, and advise, Senior Management on all aspects of carbon performance related to construction projects, refurbishment works and maintenance activities.
5. Provide technical and specialist advice and input to specific construction, refurbishment and maintenance projects, as required to ensure they reflect the University's sustainability commitments and deliver the highest possible standards of sustainability performance. Negotiate and collaborate with internal and external stakeholders as required.
6. Using professional expertise and knowledge, critically assess and challenge project teams and other stakeholder requirements against overall institutional objectives on carbon, managing change where necessary.
7. Manage, maintain and monitor an asbestos management plan and associated policies, control procedures and databases to ensure legal compliance and effective management of risk to students, staff, contractors and visitors. Manage the associated asbestos management budget.
8. To assist with environmental audits, inspections and assessments across the University to ensure compliance with relevant environmental and sustainability legislation.
9. To communicate sustainability performance and raise awareness of the University's impact to staff, students and key stakeholders.

10. To keep up to date with changing statutory requirements and good practice in carbon and environmental performance and ensure that the University is complying with all its statutory responsibilities.
11. Proactively lead and participate in relevant Sustainability and Carbon working groups contributing to the overall management of the University's sustainability aims.
12. Manage, maintain and monitor an asbestos management plan and associated policies, control procedures and databases to ensure legal compliance and effective management of risk to students, staff, contractors and visitors.
13. Represent the University by liaising with local councils, government environmental regulators and other local and regional organisations on sustainable construction issues to ensure legal compliance and improvement in performance.
14. To assist with the development of the University's next Carbon Reduction Plan.
15. Carry out any other duties which are appropriate to the post as may be reasonably requested by the Director of Estates.

ESSENTIAL CRITERIA:

1. * A degree and/or post graduate qualification (or equivalent) in an engineering or construction related discipline.
2. * Five years relevant construction management experience.
3. * Substantial expertise and technical competence in developing policy in relation to low carbon / sustainable design and construction.
4. * Experience of applying environmental standards to projects, in particular BREEAM.
5. * Experience of working on the sustainability profile of a wide range of construction projects.
6. * Experience of working for or with a large complex organisation.
7. * Experience of engaging and working collaboratively with a range of stakeholders to achieve a desired outcome.
8. * Evidence of successful management of project budgets and resources.
9. Ability to organise and direct self and others.
10. Well-developed analytical and problem solving capability.
11. Detailed understanding of environmental regulations in NI in relation to low carbon / sustainable design and construction.
12. Well-developed written, verbal communication and interpersonal skills and the ability to produce quality reports and documentation for senior managers and stakeholders.
13. Must have good interpersonal and communication skills, including the ability to persuade, motivate and organise others.
14. Must show initiative, drive and dedication.
15. Ability to plan or schedule work for days and weeks, and to respond to changing pressures or requirements.
16. Must have a flexible working attitude to meet the needs of managing the service (i.e. evenings, weekends and public holiday work as required).

DESIRABLE CRITERIA:

1. Membership of relevant professional body.
2. Experience of working within Higher Education.
3. BREEAM Certified Assessor.