

Candidate Information

Position:	Head of Estates Planning
School/Department:	Estates Planning
Reference:	23/111414
Closing Date:	Wednesday 29 November 2023
Salary:	£70,035 - £76,032 per annum
Anticipated Interview Date:	Week commencing 18 December 2023
Duration:	Permanent

JOB PURPOSE:

The post holder will lead and manage the Estates Planning Division. They will be responsible for strategic estates planning, development of masterplans, effective space utilisation, property portfolio management, rating/valuation, management and development of the estates property information database and capital plan development. This will include the preparation of project bids, feasibility studies, detailed brief development and project design to Stage 3 of the RIBA Plan of Work 2020.

The leadership role in Estates Planning is highly visible as this area impacts on the core business of Faculties and Professional Service teams on a daily basis. It is therefore particularly important that the professional services and expert advice provided to senior managers in these areas contributes effectively to the delivery of institutional priorities.

MAJOR DUTIES:

1. Take a central role in the development and implementation of the Estate Masterplan in the context of the changing academic, financial and political environment, and in support of the delivery of the University's Strategy 2030. The Estate Masterplan will have a ten year view, and will influence the University's Academic and Financial Plans.
2. Manage and lead the development of the Estate Masterplan and the planning and implementation of the Capital Development Programme relating to the Capital Plan and the Corporate aims of the Institution.
3. Working with the Finance Directorate to maintain an up-to-date Capital Plan, reflecting all identified funding sources for each project.
4. Liaise with Senior Management within Faculties, Schools and Directorates to review and interrogate ongoing development plans, establish need, assist in their strategic planning process and identify options and opportunities to develop and deliver facilities to meet academic and student needs.
5. Lead on the continuous improvement of the delivery of an efficient and effective Estates Planning process for the University.
6. Manage and lead the development of Estates related input into business cases required for major capital projects, and applications for funding from internal and external sources.
7. Manage and lead the brief development and scheme design of individual capital projects to RIBA Stage 3 including management of the statutory planning process.
8. Manage and lead assessments of the condition and operation of the estate. Analyse the performance of the estate against sector benchmarks including functional suitability and identify areas where improvement can be achieved. Influence and develop University strategy and policy in relation to space management and effective utilisation including the management of change.
9. Manage the operation and development of the University's core property system (Micad) and associated space management systems.
10. Develop Management Information to support improved benchmarking of the University estate.
11. Responsible for the ongoing development of property portfolio management, including property matters such as: acquisitions and disposals; lease/licence agreements; landlord and tenant matters; asset and insurance valuations; rates valuations and payments.
12. Provide assistance to the Business Continuity Team in support of the University's Major Incident Procedures.

13. Support the development and implementation of the University's Governance Framework including risk management, procurement and the System of Control for Major Projects.
14. Effectively manage Health and Safety within the remit of Estates Planning whilst contributing to the ongoing development of health and safety management procedures and the promotion of an effective health and safety culture.
15. Carry out other duties commensurate with the general remit of the post.

ESSENTIAL CRITERIA:

1. A primary degree and possess a relevant chartered qualification in architecture, engineering, planning or surveying.
2. A proven track record which includes substantial wide ranging experience at a senior level in the leadership and management of people, teams and resources.
3. Extensive relevant strategic Estates Planning experience at a senior level in a complex private sector firm or significant public sector organisation.
4. Breadth of vision gained from extensive experience in project management of major capital projects and in change management.
5. Experience of developing innovative solutions and practical implementations for strategic change.
6. Demonstrable ability to assess need, identify alternative options, and recommend the most appropriate solutions for capital projects.
7. Experience of managing and controlling substantial budget/resources/funding and an understanding of financial management procedures.
8. Experience in preparing reports and policy papers for senior management.
9. Highly developed knowledge of design development, sustainability and project management.
10. Well-developed understanding of property/estates related legislation, regulation and procedures and the implications of non-compliance.
11. A high level of computer literacy with appropriate experience in the use of computerised systems in the implementation of an integrated Estates Masterplan.
12. Highly developed negotiation and persuasion skills.
13. Highly competent oral and written communication and presentation skills.
14. Effective interpersonal skills including motivating, influencing and networking nationally and internationally.
15. Management of stakeholder relationships, e.g. Statutory Planning.

DESIRABLE CRITERIA:

1. A relevant post-graduate degree or qualification.
2. A clear understanding of the broader developments relevant to the University and the HE sector. Aware of the likely effect of change in economic, social and governmental and technological environment.
3. National and International awareness and understanding of the activities, objectives and strategic direction of the University both current and future.
4. A clear understanding of the benefit of fully integrating Building Information Modelling systems in the planning and development process.