



ROLE PROFILE

Job Title:	Director of Estates and Facilities
School/Department:	Estate Office
Job Family and Level:	Administrative, Professional and Managerial Level 7
Contract Status:	Permanent
Hours of Work:	Full-time (36.25 per week)
Location:	University Park Campus, Nottingham
Reporting to:	Chief Financial Officer

Purpose of the New Role:

The Director of Estates and Facilities (DEF) will provide leadership to the University's overall Estates and Hospitality departments.

The DEF will play a key role in developing and implementing the Estates Strategy and Masterplan for the physical estate in support of the University's Strategic Plan.

The DEF will be a strong strategic leader with a proven track record of leading multi-disciplinary teams in a variety of Estates and Facilities functions and be responsible for delivering high quality and effective services from a team of professional staff within budgetary and resource allocations.

The DEF will be an enabler who delivers a shared purpose by creating networks with senior colleagues within the University and externally with consultants, suppliers and other organisations.

The DEF will be expected to provide professional advice to the University including supporting the Asia campuses, reflecting the latest thinking within the Estates profession across all sectors including the ability to benchmark effectively.

The DEF will have responsibility for budgetary and financial performance for circa £80m revenue and capital expenditure.

Main Responsibilities	
1.	Ensure effective structures and a coherent approach to governance, management and exploitation, ensuring compliance with all appropriate regulatory and legislative requirements, as well as the University's internal financial and governance regulations.
2.	Work closely with the Chief Financial officer and the University's senior management team to enable and support key strategies including the Estates Strategy and the Capital Project Programme and other key University strategies as appropriate.
3.	Optimise the structure and function of the Department through entrepreneurship, leadership and innovation.
4.	Provide visible and inspirational leadership for Estates and Facilities at all levels within the University to engage regularly with the senior team to champion and justify strategic approaches to estate strategy and to build relationships and trust across the University community.
5.	Lead, manage and motivate the Estates and Facilities management team and department as a whole, including setting clear performance targets and establishing a culture that is both focused on customer service and accountability for delivery.
6.	Act as expert adviser and champion to the University on the development and implementation of the University's Estates Strategy.
7.	Provide effective and accountable leadership for major projects, programmes and other building initiatives that will have a significant impact across the University and play a pivotal role in development and prioritising the University's long-term estates strategy.
8.	Represent the University's interests with relevant bodies including the commercial suppliers and delivery partners.
9.	Ensure effective governance of the major capital projects and provide regular reports and appropriate management information on plans, progress and benefits realised.
10.	Support the delivery of excellent services across the Directorate through the further development and implementation of service level agreements and key performance indicators.
11.	Use technology to improve the quality of services provided, reduce costs and drive operational efficiency.
12.	Promote the development of skills across the Directorate.
13.	Ensure a strong budgetary and financial control culture exists with a particular focus on value for money.
14.	To be the University's representative on Estates and Hospitality issues within the sector and the named contact for the Association of University Directors of Estate (AUDE)

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> Professionally qualified with a relevant degree/postgraduate qualification, plus significant relevant leadership experience, or substantial experience and proven success in a strategically important, broad function/specialist area Membership of an appropriate professional body 	<ul style="list-style-type: none"> Masters level degree in Facilities Management or similar Evidence of continued professional development Recognised management qualification
Skills/Training	<ul style="list-style-type: none"> A strong communicator with an ability to present strategy at Board level and to play an active role as a senior member of an executive management team. 	<ul style="list-style-type: none"> Proven people and change programme leadership skills.

	<ul style="list-style-type: none"> • Strong strategic leader, with a proven track record of leading multi-disciplinary teams. • Ability to lead, manage and motivate the management team and directorate as a whole, including setting clear performance targets and establishing a culture that is both focused on customer service and accountability for delivery. • The ability to interact and effectively communicate with staff and customers across a wide range of areas. • The ability to assimilate and analyse information quickly and accurately and to think strategically, formulate decisions and make recommendations. 	<ul style="list-style-type: none"> • Evidence of appreciation of dynamics of Higher Education Sector.
<p>Experience</p>	<ul style="list-style-type: none"> • Demonstrate past achievements in gaining efficiencies in the management of financial, physical and human resources and delivering significant improvements in a customer services environment. • Proven ability to contribute to significant change management programmes at organisation level. • Proven ability to deliver on a number of disparate projects simultaneously and ideally have designed and delivered a major capital programme for a large complex organisation. • An appreciation of effective procurement, governance and budgetary requirements for building projects in the public sector. • Evidence of high level negotiating and influencing skills. • Leadership, direction and management of the inter-relationships of senior managers and highly qualified professionals, both internal and external. 	<ul style="list-style-type: none"> • Strong inter-personal skills including motivation

Statutory/Legal	<ul style="list-style-type: none">• In-depth knowledge of relevant statutory requirements, regulations and legislation and the implications of non-compliance by the University	

Additional Information

The role requires a significant involvement with senior management throughout all activities, areas and locations of the University and as such benefits from a generalised broad understanding of practices and issues.