

Job Title: Head of Estate Maintenance and Development

Unit/School: University Environments

Grade: 9

HERA: UE4

Core purpose of role

The Head of Estate Maintenance and Development provides strategic and operational leadership for the delivery of all estate maintenance and capital project services across the University. The post holder will lead the combined Estate Maintenance and Development Team to deliver a safe, compliant, sustainable, and high-quality campus environment.

The post holder will balance short-term operational delivery with the development of long-term estate strategies that ensure statutory compliance, meet financial and operational needs, support the University's net zero carbon targets, and enhance the student experience.

The post holder will foster a student-centred culture, ensuring that students' needs and success are central to decision-making and delivery of estate services, while supporting the University's Strategy 2030 and its ambition to provide an inspiring and accessible learning and working environment for the entire University community.

The post holder will manage the development and implementation of a long-term asset management strategy, oversee the transparent prioritisation, planning and delivery of refurbishment and retrofit projects, lead statutory and planned maintenance programmes, oversee condition improvement works, and manage delivery of in-year capital-funded programmes. The role also plays a pivotal role in advancing the University's carbon reduction agenda, promoting accessibility, efficient space utilisation, and continually enhancing the campus environment to improve the experience of students, staff, and visitors.

The post holder will be part of a small, collaborative team and will be expected to work flexibly to support other related functions and priorities as required, to help deliver the desired outcomes for the team and the University as a whole.

Key responsibilities and contributions

- Provide strategic leadership and clear direction for the Estate Maintenance and Development Team, enabling short-term delivery of estate functions in conjunction with long-term objectives and priorities to balance the delivery of competing

maintenance and development requirements, and fostering a collaborative and customer-focused culture.

- Lead the development and implementation of an integrated asset management strategy aligned to the University's priorities.
- Ensure compliance with all statutory obligations and building regulations across the estate, including health and safety, CDM, compliance, accessibility, and environmental legislation.
- Lead on the development and delivery of planned and reactive maintenance programmes and condition improvement works.
- Lead the prioritisation and delivery of minor works, refurbishment and retrofit projects, working with stakeholders to scope and prioritise needs.
- Manage the delivery of capital-funded project works through effective planning, procurement, and project management.
- Act as the estates champion for the establishment of new estates systems and processes, including asset data capture, validation and ongoing management to ensure efficiency and compliance across the estate.
- Build strong working relationships with Schools and other Professional Services departments to determine requirements and priorities, and ensure the delivery of a responsive, efficient, and high-quality estates service.
- Lead on performance monitoring and reporting of estates maintenance and project delivery. Lead value engineering and innovative approaches to ensure maintenance and project solutions are delivered to the highest quality within constrained budgets.
- Manage the commissioning and oversight of frameworks, contractor and consultancy services.
- Develop and manage budgets for maintenance and project delivery, ensuring value for money and financial sustainability.
- Lead on stakeholder engagement and communication for estates-related works.
- Line manage direct reports and ensure effective leadership across the wider estates maintenance and project delivery teams.

- Foster a culture of continuous improvement and professional development within the team.
- Represent the University at internal committees and with external sector bodies, forums and working groups, to share best practice and maintain professional networks.
- Responsible for planning and acting as part of an on-call rota, responding to emergencies and overseeing works required to be undertaken out of hours.

Person specification

Essential qualifications / Professional memberships

- A degree or equivalent professional qualification in a construction, estates, engineering, or facilities management discipline.
- Chartered Membership of an appropriate professional body (e.g. RICS, CIOB, IWFM).

Essential experience, knowledge and skills

1. Significant leadership and management experience in an estates or facilities management environment.
2. Proven experience of leading maintenance and project delivery functions, including demonstrable experience in scoping, developing, and implementing new systems and processes to enhance the management and delivery of maintenance, compliance, and capital project functions.
3. Strong knowledge of building regulations, statutory compliance, and health and safety requirements.
4. Experience of delivering capital projects, retrofit, refurbishment and maintenance activities in a complex operational environment.
5. Extensive experience of managing external contractors and professional consultants, including negotiating contracts and successfully resolving disputes.
6. Strong financial management skills with experience of managing complex operational budgets.

7. Highly developed analytical skills with the ability to interpret complex data and competing priorities to develop and implement long-term, prioritised maintenance and development programmes that align with the University's strategic and operational objectives.
8. Excellent communication and influencing skills with the ability to engage effectively with a wide range of stakeholders.
9. Proven experience of successfully managing and resolving complex conflicts or disputes, with the ability to handle sensitive issues professionally and maintain positive working relationships with a wide range of stakeholders.
10. Proven ability to lead, motivate and develop multidisciplinary teams across organisational boundaries.
11. A demonstrable commitment to ongoing professional development of the post holder and team members.
12. Proven experience in the implementation, optimisation, and management of CAFM systems and other data-driven estates management solutions.

Desirable

1. Experience of working in a higher education or public sector estates environment.
2. Experience of working in a resource-constrained or complex operating environment.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user				



Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires a basic DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.