

Job Description – Director of Development & Estates

A. Position Details

Title of Post	Director of Development & Estates
Responsible to:	Chief Financial Officer
Grade	Scale Director 3 (Bar)
Salary	£83,615 - £90,960 (Subject to performance)

Responsible for:

This is a Senior Management role within the College Senior Leadership Team (CSLT) contributing to the strategic, operational management, development and performance of all aspects of college operations.

Lead on all major capital projects of the College and line management responsibility of specific project management roles as and when appropriate.

Lead and be responsible for the performance management of direct reports in order to achieve consistently high outcomes.

To lead the implementation of the College's Estates Strategy, Health & Safety, Sustainability Strategy and Major Capital Programme and maintain a culture of continuous improvement through self-assessment and other quality initiatives across the College and wider Group

B. Purpose of the Job

Strategic Leadership

Support the development of the educational character and mission of the College; implementing the policies and decisions of the Chief Executive Officer & Group Principal and the Strategic Leadership Team.

Support the development and operate systems of performance management across all aspects of the College's provision.

Lead the development, implementation and periodic review of the College's Estates and Facilities Strategy ensuring alignment with curriculum priorities, student experience objectives, financial sustainability and the Group Strategic Plan

Working with the CEO & Group Principal, SLT and College Senior Leadership Team, develop the College's strategic and operational objectives into approved strategic plans and annual performance targets.

Ensure that the College estate remains safe, compliant, fit for purpose and capable of supporting current and future educational delivery models

Support and contribute to the implementation of any transformation projects agreed by the Corporation and or the Strategic Leadership Group

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Project Management

Provide outstanding leadership and management of the College's Major Estates Capital Projects.

Report to the Board using agreed key performance indicators.

Ensure the highest standards of delivery of the major capital estates projects throughout the College to ensure excellence in learning and student outcomes. Working with the Board and the Strategic Leadership Team oversees the highest levels of good governance standards to ensure transparency and meet your fiduciary duty.

Deliver continuous improvements in major capital estates project management linked to strong quality assurance work and ensure that high quality standards are set and achieved for all capital programmes.

Develop innovative strategies to ensure that the targets for sustained improvement in management processes relating to our major estates capital projects are achieved.

Lead on behalf of the Chief Executive Officer to ensure:

1. Effective project management of the development and overseeing any logistical requirements or construction work to ensure high quality work is delivered within the agreed timescales.
2. A robust system for monitoring and managing costs is in place to ensure the all projects remain within the budget, supplying financial records when necessary and reporting to both the Executive and Board as required.
3. Regular reviews of project timescales, budgets, risk and project plans and recommend policy and procedure improvements for all existing projects
4. Contractual obligations are met and managing any contract disputes to mitigate the impact of any potential issues and risk to Untied Colleges Group.
5. All our statutory duties around procurement, health and safety and safeguarding are met.
6. College Financial Regulations are followed.

Provide outstanding leadership and management of the College's Estates Capital Programme and wider estate development activities, ensuring that all projects contribute to an outstanding learning and working environment.

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Ensure that completed capital projects transition effectively into operational management arrangements, including maintenance, lifecycle planning and post-project evaluation.

Lead estate condition surveys and feasibility studies to inform investment decisions and future capital priorities.

Partnerships

Represent the College to maintain and develop effective links with local authorities, the local community, external academic bodies, the media, professional bodies and appropriate government departments and agencies or as agreed with the Chief Executive Officer & Group Principal

Participate, with staff, in the Group's continuing professional development programmes, which include industry based work shadowing, attending seminars, college conference days and training events appropriate to job roles

Be an ambassador externally, leading on and contributing to effective and positive partnerships at local and regional level – especially with the schools, employers and faith communities.

Ensure that the College anticipates and responds to national, regional and local priorities and is seen as an effective and responsive contributor to the communities it serves.

To support marketing and partnership activities in order to impact the growth and development of the College

Develop productive relationships with consultants, contractors, funding agencies, local planning authorities, professional advisers and sector bodies to maximise investment opportunities and ensure effective delivery of estates and facilities services.

Corporate and resource management

Working with Strategic Leadership colleagues and others, develop, maintain and continuously improve the College estate, facilities infrastructure, accommodation, digital environments, systems and processes to ensure the provision of high-quality learning and working environments.

Ensure that the Chief Executive Officer & Group Principal, Strategic Leadership Team, and Board receive regular and comprehensive reports on the College's operations, financial performance and learners' achievements.

To ensure the proper management of resources in line with the approved budget for the College by preparing and managing revenue and capital budgets relating to estates and facilities services, ensuring value for money and effective procurement practices.

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Ensure that effective financial, planning and other management tools, including those against fraud and theft and for the management of risk, are in place to safeguard public funds and to secure the efficient and economical use of resources and ensuring appropriate contract management arrangements are in place and that outsourced service providers consistently meet agreed service standards and key performance indicators

Provide leadership, direction and motivation to ensure that all staff carry out their work in an efficient and effective manner. Promote an open, trusting, supportive and collaborative working environment and a culture which empowers and motivates staff.

Statutory responsibilities

Health & Safety - Ensure all activities within area of responsibility comply with health and safety regulations and are statutorily compliant and that all staff follow and implement the Group Policy for Health and Safety. This includes ensuring Health and Safety policies, practices and legislation are complied with and that safe working practices for staff and students are adopted at all times.

Equality & Inclusion - Ensure all activities within area of responsibility comply with the Equality Act 2010 and that all staff follow and implement the Group Policy for Health and Safety and to carry out the duties of the post with due regard to Equality & Diversity policies and core values and act as the senior responsible officer for estates-related statutory compliance and provide assurance to the Chief Executive Officer & Group Principal and Board that all buildings, plant, equipment and facilities are maintained and operated in accordance with legislative and regulatory requirements

Safeguarding - Ensure all activities within area of responsibility comply with the Group Safeguarding and Child Protection policies and procedures. Ensuring that all staff meet the College statutory obligations and that all activities undertaken are in line with the College/Group commitment to safeguard and promote the welfare of the organisation's learners and vulnerable adults

People Management

Lead, manage and develop a team of staff, with direct line management responsibility Estates, Facilities, Health & Safety and Project Management staff, including any outsourced service providers or specialist contractors operating on behalf of the College. Noting that into the future this will include any designated college managers as agreed with the Chief Executive Officer & Group Principal or Chief Financial Officer

To deploy these staff as appropriate to ensure adequate cover within the area of responsibility managed.

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To provide line management responsibility for staff performance.

To monitor and appraise the workloads and effectiveness of allocated staff through regular supervision meetings.

To identify and facilitate the development needs, and any required training, of staff are met whilst ensuring that the workforce and succession planning priorities are delivered.

To promote equality of opportunity with regard to the management and development of staff

Expectations of the Post Holder

Working with the Chief Executive Officer & Group Principal in all aspects of management of the College Group to maximise effectiveness and efficiency across the full range of college activities.

To monitor regularly, and take action to ensure progress towards the achievement of the Operational and Strategic Plans of both the College and the Group.

To undertake appropriate, continuing professional development

To promote by consistent example, both internally and externally, the philosophy, values and behaviours outlined in UCG/College's vision, mission and values statement.

To work effectively with Strategic Leadership Team and undertake all other duties which the Chief Executive Officer & Group Principal and Board may determine in consultation with the post holder, to ensure the strength, position and viability of the College.

The post holder is required to be flexible in their work pattern. This may involve varying their hours from time to time as well as some evening and weekend work

The postholder will also undertake other duties commensurate with the grade and responsibilities of the post as reasonably required by the College.

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Postholder Expectations	The postholder will be expected to embody and actively promote the College's values in all aspects of their work:
<i>Inclusion and Belonging</i>	Create and sustain an environment where diversity is celebrated, barriers are challenged and every individual feels welcomed, valued and able to thrive. Actively champion equity, diversity and inclusion, ensuring that policies, decisions and practices address barriers and create opportunities for all colleagues to thrive
<i>Mutual Trust and Respect</i>	Build positive relationships through openness, honesty and integrity, treating all members of the College community with dignity and professionalism.
<i>Putting Students First</i>	Ensure that decisions, services and workforce initiatives contribute to improving the student experience, supporting high-quality teaching, learning and support. Demonstrate an understanding that every workforce decision ultimately impacts students, ensuring people strategies support excellent teaching, learning and student services.
<i>Always Improving</i>	Demonstrate a commitment to reflective practice, innovation and continuous professional development, seeking opportunities to enhance personal effectiveness and service excellence. Foster a culture of evidence-informed decision making, innovation and reflective practice, encouraging continuous improvement across HR services and wider College operations.
<i>Compassion and Empathy</i>	Approach interactions with understanding, kindness and sensitivity, recognising the importance of wellbeing and supporting colleagues through change and challenge.

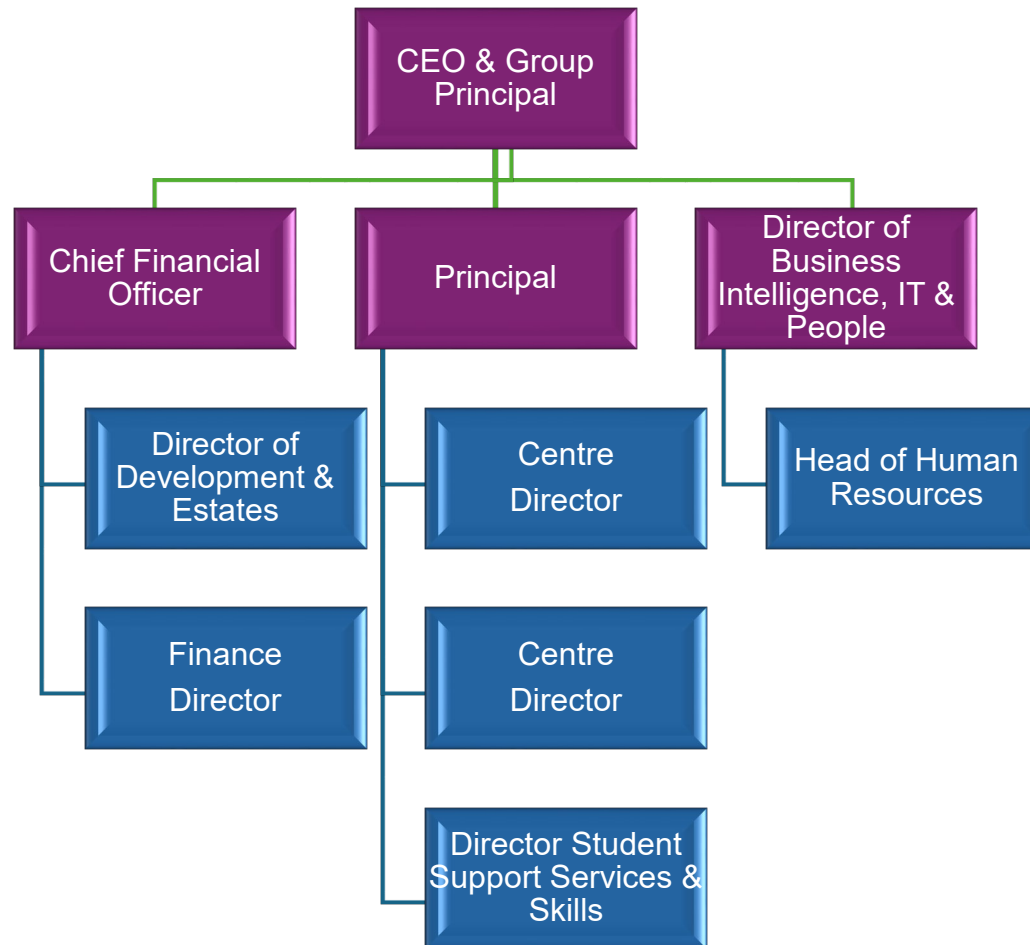
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Person Specification

Qualifications	Educated to degree level or equivalent with a record of continuous professional development such as a professional qualification and/or membership in estates, construction or facilities management (for example, MRICS, MCIQB, IWFM, CIBSE or equivalent) would be desirable
Experience & Knowledge	<p>Track record of senior level strategic leadership and management in a Further Education setting</p> <p>Excellent understanding of the support of curriculum development through the physical estate of a College.</p> <p>Experience of motivating, developing and managing the performance of effective, multi-disciplinary teams</p> <p>Track record of effective stakeholder engagement at a strategic level with, for example, local authorities, employers, business forums, academic institutions, professional bodies, and government departments and agencies</p>
Skills & Abilities	<p>Ability to manage specialist professionals and complex projects</p> <p>Ability to balance strategic estate planning with operational facilities management.</p> <p>Strong understanding of procurement, contract management and construction risk.</p> <p>Commercial awareness with the ability to recognise opportunities and a track record of diversifying and increasing income streams</p> <p>First class communication and interpersonal skills with the presence and credibility to lead the College and to play a local and regional leadership role and the ability to interpret technical information and provide assurance reports to senior leaders and governors</p> <p>The ability to inspire people to think and act innovatively and to challenge established ways of doing things</p>
Personal Qualities	<p>A commitment to the College's mission and values and to meeting the needs of the learners, employers and communities that the College serves.</p> <p>A commitment to quality and an aspiration to deliver and sustain excellence</p> <p>Drive, resilience and a natural desire to work collaboratively</p> <p>A commitment to equality and diversity for both staff and students</p>

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure

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	Strategic Leadership Team
	College Senior Leadership Team