Director of Estates Development
Directorate of Estates & Campus Services

Closing date: 13 December 2017
Interview date: 17 January 2018
Vacancy reference: 6111
INTRODUCTION

Estates Development is responsible for delivering the University’s estates investment programme and providing world-class facilities within the approved budgets, timeframes and regulatory frameworks.

This role will oversee delivery of an exciting new campus master plan over the next 15-20 years. Transforming the University campus into a modern, innovative seat of learning and research, fit for the 21st century. This position will deliver the University’s vision for the next generation of students, researchers and teachers.

The role holder will also be expected to participate in the development and delivery of the DECS’ strategic vision.

The role holder will hold overall decision making responsibility to ensure projects are delivered to time and cost while meeting stakeholder requirements and will be responsible for the development of signed-off project briefs that meet the objectives of all project stakeholders. With approval authority to sign off up to £250k, the role holds Profit & Loss responsibility and commercial control for all capital programme contracts.

The incumbent carries overall responsibility for the development of staffing requirements and for deciding on all consultant and contractor appointments, as well as overall responsibility for the training and development of the Estates Development team and overall responsibility for the Health, Safety and Risk management of the capital programme.

As an active member of the Head of Department’s Forum, the Director of Estates Development will also be a member of key project steering and working groups within the University.

Stephen Talboys
Director of Estates and Campus Services
Main purpose of the role

- Be a proactive member of the Directorate Executive Team, jointly owning key decisions that best support delivery of the University’s strategies. Deputise for the Director as necessary.

- Support the Director of Estates & Campus Services in delivery of the Campus Masterplan and in creating an excellent environment to work, study and live in.

- Lead the necessary service change to ensure the Development team are well organized, capable, and effective and service focused.

- Build strong and productive relationships with faculties, academic departments, student groups, other professional services and external stakeholders. Ensure that the programme of physical changes to the campus are properly considered and are widely consulted on to minimize disruption to the operation of the University.

- Create a positive working culture across the Directorate, through highly visible and engaging leadership that facilitates better ways of working within the Directorate’s teams and beyond.

- Invest and deploy resources optimally through sound understanding of relevant information, shared planning and appropriate analysis of available solutions.

- Ensure the masterplan programme of projects are developed, approved and delivered to time, cost and quality dimensions by making use of highly-capable, efficient and reliable supply chains.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Reporting to the Director of Estates & Campus Services and a key member of the DECS senior management team, the role’s principal accountabilities are:

- As one of three equivalent Directors you will be responsible for the management and delivery of the University Estates Investment and Infrastructure Programme to time, quality and budget

- Development of schemes to meet user group requirements within the capital programme allowances

- Programming the estates investment portfolio to ensure the minimum overall disruption to the University’s academic and conference activities

- Ensuring contractors comply with the University’s health and safety requirements

- Ensuring the University and contractors comply with their obligations under the Construction Design Management regulations

- Managing projects in line with the agreed governance gateway principles

- Establishing a Project Implementation Manual that becomes the Quality Assurance benchmark for the management of development projects

- Ensuring compliance with the University’s asset change procedure

- Managing the contractual and risk management aspects of all projects

- Initiating the University’s tendering procedures complying with OJEU legislation

- Managing the University’s consultants for Quantity Surveying, CDM Coordination, Architects and Planning

- Coordinating the works of third party contractors on campus

- Progressing with all necessary planning applications and consents

- Managing the performance of the capital development programme through performance management reports and analysis, supported by the Project Implementation Manual
JOB DESCRIPTION

- Input to the development of the University's Estates Strategy for infrastructure and the built environment and liaising with the Director of Estates & Campus Services to deliver this

- Working with colleagues and representatives from academic departments to develop feasibility studies that will lead to a concise written brief for capital build, refurbishment and maintenance projects

- Recruit, develop, appraise and manage the Estates Development team and ensure that there is consistent optimum performance

- Deputise for the Director of Estates and Campus Services when required to do so
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Relevant Degree level qualification or equivalent professional experience</td>
<td>Essential</td>
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<tr>
<td>Professional qualifications such as Prince 2 or equivalent</td>
<td>Desirable</td>
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## Knowledge

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<tr>
<td>Specialist knowledge acquired either through post graduate study and/or experience gained from acting in a managerial, financial, operational or strategic development role within an Estates function</td>
<td>Essential</td>
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<tr>
<td>Knowledge and understanding of project health, safety and risk management within a live estates/construction environment and the requirements of complying with the CDM Regulations</td>
<td>Essential</td>
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<td>Working knowledge of the planning processes associated with site development and building construction</td>
<td>Essential</td>
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<td>Familiarity with public procurement procedures</td>
<td>Essential</td>
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<td>Good knowledge of HR policies and procedures</td>
<td>Essential</td>
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<td>Knowledge and understanding of the impact of change and best practice in change control and project governance gateways</td>
<td>Essential</td>
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<tr>
<td>Experience of working with third party providers for off-balance sheet capital schemes</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>Demonstrable ability to formulate five year estates and infrastructure investment and planning to support current and future capital development</td>
<td>Essential</td>
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<tr>
<td>Expertise in managing a multi-disciplinary professional workforce and evaluating the performance of staff involved in Development Services, including third-party providers</td>
<td>Essential</td>
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<tr>
<td>Good written and spoken English, with experience of report writing and formal presentation</td>
<td>Essential</td>
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<td>Ability to communicate complex information to a range of audiences effectively</td>
<td>Essential</td>
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<td>Demonstrable ability to lead teams on the implementation of projects which will support efficient capital</td>
<td>Essential</td>
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## PERSON SPECIFICATION

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<td>Significant experience of working with a portfolio of projects with a combined annual value of up to £40m</td>
<td>Essential</td>
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<tr>
<td>Lead role in the design, delivery, commissioning and handover of multiple major construction capital projects</td>
<td>Essential</td>
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<td>Experienced in performance management and monitoring</td>
<td>Essential</td>
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### Personal attributes

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<tr>
<td>Consultative and able to work collaboratively</td>
<td>Essential</td>
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<td>Creative and Innovative</td>
<td>Essential</td>
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<td>Driven to achieve results</td>
<td>Essential</td>
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<td>Political and commercial acumen</td>
<td>Essential</td>
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<td>Resilient, able to work well in a fast changing environment and with conflicting priorities</td>
<td>Essential</td>
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<td>Emotionally intelligent and able to relate to a wide range of people</td>
<td>Essential</td>
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<tr>
<td>Possessing a high degree of integrity, honesty and openness</td>
<td>Essential</td>
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<tr>
<td>Ability to lead, communicate effectively with and motivate teams of professional staff</td>
<td>Essential</td>
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DECS has developed a set of core values that promote dignity and respect for all. All members of DECS are expected to adhere to these values and therefore the following Personal attributes are essential. A full copy of our values can be found at: [DECS Values](#)

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<td>Be honest, consistent and fair in all dealings with colleagues and be welcoming and inclusive to others.</td>
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<tr>
<td>Have strong team spirit and pride in your standard of work.</td>
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<tr>
<td>Must value colleagues and support their commitment to behaviour that is consistent with DECS core values.</td>
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Our mission within the Directorate of Estates and Campus Services (DECS) is to create an excellent environment in which to live and learn.

Our role is 'to provide services and facilities to the core business of the University and the wider University community'. We monitor service levels, ensuring that we deliver these safely, to a high quality, and in a timely manner to meet the University’s operational needs.

DECS is currently split into five services (see below). This role brings the latter three together:

**Estates Operations**: Are responsible for the maintenance of the University’s Buildings and Grounds, meeting environmental sustainability objectives including the efficient provision of utility supplies and the management of the University’s property portfolio. Estates Operations ensure that the University's Estate meets statutory compliance requirements.

**Estates Development**: Manage new building projects and the refurbishment of existing buildings to meet the needs of the University.

**Facilities Service Delivery**: Provide operational services including cleaning, receptions, mail room services and telephony.

**Space management**: Oversee the allocation of University space through managing the University’s residential accommodation service, learning spaces (timetabling, room bookings and audio visual technology), space audit and planning activity.

**Administration services**: Operate the Facilities Helpdesk and provide services for recruitment, training and general administration in support of the other DECS teams.

The overall service levels are monitored by our Facilities Managers who provide the link between DECS service providers and University Departments.

DECS is the largest of any of the University Departments and we appreciate that successful service delivery can only be realised through motivated staff. To this aim DECS has developed a set of core values that promote dignity and respect for all. All members of DECS are expected to adhere to these values. A full copy of the values can be found at: [DECS Values](#).

Finally DECS is developing a Quality Management System that will promote an environment that encourages continuous improvement. All members of DECS are encouraged to examine the services we deliver and look at ways of making them better and more efficient.
THE DIRECTORATE OF ESTATES AND CAMPUS SERVICES (DECS)

Director Estates & Campus Services

Director Estates Operations
- Operations & Maintenance
- Assurance and Compliance
- Sustainability and Energy

Director Estates Development
- Master Plan Oversight
- Project Deliver

Director Campus Services
- Space Management
- Facilities Service
- Delivery Facilities
- Management Administration
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6111
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 13 December 2017.

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 2 referees.

Help and assistance

Direct any informal queries to
Paul Ellison, HR Recruitment Adviser
paul.ellison@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835