Director of Estates
Directorate of Technology, Estates and Facilities

Closing date: 13 February 2022
Interviews: 8 and 9 March 2022 (see final page for further details)
Vacancy reference: 10285
INTRODUCTION

Thank you for your interest in this important appointment for the University of York. The Director of Estates is a key leadership role based in the Directorate of Technology, Estates and Facilities (DTEF), and leads the University’s Estates Operations. DTEF is responsible for delivering and maintaining the University’s digital and physical infrastructure/assets.

The Director of Estates is a critical role for the University as it oversees a range of services that touch the whole University community.

The post holder will be responsible for ensuring the best possible built environment for students, staff and other campus users. The post holder will provide leadership and strategic input for the management of the University’s estate and capital investment programme, working particularly closely with Directors of Facilities and Technology.

The post holder will lead all estates related services, capital projects and related compliance responsibilities, reporting to the University Executive Board (UEB) all such matters through the Director of Technology, Estates and Facilities.

It's a very exciting and challenging role to deliver these services in an efficient, effective and innovative way.

We particularly welcome applications from female candidates, and candidates from minority ethnic backgrounds, who are under-represented at senior management level in the institution.

#EqualityatYork

Dr Joss Ivory
Chief Operating Officer
Main Responsibilities

This role reports directly to the Director of Technology, Estates and Facilities and is a member of the directorate's executive team. Deputising for the Director of DTEF when required across the portfolio, it works closely with the senior leadership of the University, jointly owning key decisions that best support delivery of the University's strategies.

The Director of Estates will lead the University's Estates team that deliver the Estates Development Plan with responsibility for:

- Leadership and strategic management of the University’s estate and relevant capital investment programmes
- Leadership of all estates and property matters including key capital projects and related compliance responsibilities
- Strategic planning for the Estates and related Commercial transactions to meet the University’s aspirations for service, growth and sustainability and delivery of the revenue and other targets set for them.
- Directing, leading and developing staff in these areas to deliver client centred campus and commercial services to a standard commensurate with a world class university.
- Forming strong and productive working relationships with senior stakeholders and partners within the University and externally.

Key Activities

Planning & Organising

- Develop and lead the implementation of strategies and plans relating to the estate for DTEF which support and take forward the University’s service and growth aspirations and delivery of the capital and revenue targets set for them
- Planning activities of senior/managerial colleagues to support DTEF and institutional objectives including but not limited to Sustainable Travel Plans, Strategic estate planning and Capital works planning and implementation
- Liaise with the local Council on property and development matters, as necessary
- Participate in the annual directorate operational planning process, to support the directorate’s strategic direction
- Oversee a number of institutional projects, which will typically have lasting impact, to ensure each project is managed and delivered to time and budget

Finance/Resource Management

- Ensure directorate financial plans are developed and that services operate effectively within budget with flexibility to respond to key financial drivers
- Explore ways of improving efficiency and effectiveness and promote improvements in value for money at the directorate, and potentially institutional level

Service Provision and Stakeholder Engagement

- Ensure stakeholder and customer needs are met now and in the future and ensure services are shaped to meet them
- Ensure stakeholder and customer feedback and quality processes are in place for the area of responsibility.
- Ensure plans are implemented for the ongoing review of quality and of external benchmarks to promote the best possible service to students, staff and visitors
- Work with senior colleagues from all areas of the university, with committees and external bodies and partners, providing high level advice to inform Executive decision-making
JOB DESCRIPTION

- Represent the university externally, for example in regional and national sector groups

Leadership and People Management

- Lead and manage staff in the directorate, developing them and ensuring high levels of individual and team performance through the use of SMART objectives
- Develop, role model and maintain a culture of respect, inclusivity and mutual responsibility that puts equality, diversity and inclusivity at its heart, and enables staff to achieve excellence and supports continuous improvement
- Develop a culture of innovation and creativity, bringing together diverse staff from different teams to achieve a unity of purpose and ambition in strategic delivery
- Foster a positive, confident and enthusiastic working environment with good staff engagement, and a flexible approach to working
- Ensure the Capital development programme is fully integrated into the Facilities Management, Information Technology and Operations plans and processes

Risk and Compliance Management, Analysis and Reporting

- Review performance over time in Estates, Facilities and related services across the institution, and compare it to best practice in the sector (and beyond), identifying areas of improvement in structure, practices, policies and technology
- Ensure practices and policies within the directorate demonstrate adherence with all applicable statutory, regulatory compliance and sector best practice
- Champion health & safety and legal compliance within your teams and beyond
- Oversee the delivery of institutional level projects or activities to meet the requirements of the university’s Council, Committees and Executive functions

Performance Criteria

- Delivery of targets/objectives to agreed specification, time, cost and quality standards; ensuring agreed benefits are realised.
- Grow income streams, drive efficiencies and deliver key financial targets.
- Demonstrable quality of planning and link to university strategy.
- Quality and timeliness of advice and recommendations.
- Proposals for policy and procedure meet both internal and external requirements.
- Effective utilisation of finance and resources.
- Effective transfer of skills and knowledge to colleagues and “customers”.
- Feedback on effectiveness.
- Generation of new ideas and approaches.
- Quality of innovative contribution.
- Performance of the Estate team against objectives.
- Development of the Estate team to meet University requirements.
# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level or equivalent commensurate experience</td>
<td>Essential</td>
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<td>Professional qualification in a relevant area</td>
<td>Essential</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Understanding of the current and changing HE sector</td>
<td>Essential</td>
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<td>Commercially astute with capability in managing significant revenue budgets</td>
<td>Essential</td>
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<td>Strong working knowledge of risk and health and safety management</td>
<td>Essential</td>
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<th>Skills, Abilities and Competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Strength and quality of leadership and personal skills required to develop and lead an effective, motivated and high performing team</td>
<td>Essential</td>
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<td>Strong verbal and written communication skills and strong influencing skills</td>
<td>Essential</td>
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<td>Ability to think strategically and provide innovative solutions to complex issues</td>
<td>Essential</td>
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<td>High level of probity, diplomacy, confidentiality, as well as political and commercial acumen</td>
<td>Essential</td>
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<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience of working at a senior leadership level in a large complex organisation and of working at a strategic and operational level</td>
<td>Essential</td>
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<td>A proven record in the area of Estates delivery/commercial management and complex service delivery</td>
<td>Essential</td>
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## PERSON SPECIFICATION

### Experience (continued)

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<tr>
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<th>Essential / Desirable</th>
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<tr>
<td>Experience of leading teams through significant, strategically-driven organisational change</td>
<td>Essential</td>
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<tr>
<td>Experience identifying and developing income streams and working to financial targets.</td>
<td>Essential</td>
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<tr>
<td>Experience of managing and controlling substantial budget/resources/funding and an understanding of financial management procedures</td>
<td>Essential</td>
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<tr>
<td>Experience of developing ambitious strategies and of building and leading teams to deliver them</td>
<td>Essential</td>
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<tr>
<td>Experience within a senior role in a Higher Education Institution or similar</td>
<td>Desirable</td>
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### Personal attributes

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<th>Attribute</th>
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<tr>
<td>Strong personal commitment to equality, and diversity and inclusion</td>
<td>Essential</td>
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<td>A style which is proactive and enabling and with the presence and gravitas to operate successfully at all levels of the institution and with external organisations</td>
<td>Essential</td>
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<td>Driven to achieve results</td>
<td>Essential</td>
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<td>Possessing a high degree of integrity, honesty and openness</td>
<td>Essential</td>
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OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

Founded on the principles of excellence, equality and opportunity for all, the University is proud to create an environment that attracts staff and students from all over the world. What we gain from diversity is immeasurable.

Our Equality, Diversity and Inclusion Strategy, which was developed in partnership with our staff and student communities, describes our commitment to create a culture where everyone can contribute to university life, knowledge and growth.

We want to create a working, learning, social and living environment that will enable all staff and students to achieve their full potential. Our strategy sets out an ambitious set of objectives to succeed in our commitment, but we have a challenging journey ahead. We recognise that we are not truly representative of our communities locally, nationally and internationally. We would like to pay particular focus to gender parity across all levels, particularly in senior roles; the recruitment, retention and success of a more ethnically diverse staff and student community; an accessible and inclusive campus and ensuring that the values and behaviours we expect from everyone embrace inclusive responsibility and leadership.

Opportunity for all
Our outreach programmes and widening participation work have made us one of the most socially diverse universities among our peers. The York Students in Schools (YSIS) programme has been providing a helping hand in the city's classrooms for 25 years, placing around 700 students with local schools every year. It recently introduced a new English and Mathematics tutoring scheme.

A report by The Reform Research Trust in September 2017 ranked York second out of 29 high-tariff institutions for our track record in increasing access for disadvantaged students from 2011/12 to 2015/16.

Wellbeing and support
Students are encouraged to balance their studies with activities and interests to give them a healthier and more rounded student experience. We have invested heavily in support of physical health with new and improved sports facilities, and in mental health through our Open Door counselling and crisis team which now opens in the evenings during term time. We have also developed a support network of staff trained in Mental Health First Aid. University staff have access to wellbeing help and support, and can access advice through our site. Further information on our health and wellbeing support can be found at https://www.york.ac.uk/staff/support/.
We are a world-class institution, focused on creating an environment of excellence in which all our students, staff and researchers can thrive. Our Research Strategy encompasses our vision that York should provide a home for some of the best research in the world. (https://www.york.ac.uk/research/)

We are a high-performing member of the Russell Group, ranked 16th in the Guardian’s Best University UK Universities 2021 League Table, and 30th in the Complete University Guide 2020. We have been awarded TEF Gold for our research-led teaching which provides "consistently outstanding outcomes for students from all backgrounds".

Our Equality, Diversity and Inclusion Strategy speaks to the core of our values. We hold 16 awards from Athena SWAN, recognising the advancement of gender equality: representation, progression and success for all.

At the heart of the region

The University is deeply embedded in the local community of North Yorkshire. Our values and commitment to the public good have never been more important. We are a hub for sharing knowledge, inspiring collaboration and enriching lives.

In 2021 we were shortlisted for Times Higher Education’s University of the Year Award in recognition to the University’s response to the Covid pandemic. The Year We Came Together - Our Covid-19 response.

Across the University, we are mobilising our knowledge, our people and our resources to tackle the immediate and long-term challenges. The new University Strategy 2030, (A University for Public Good) was launched at the end of 2021, outlining our vision and strategy for the next decade. Further information on the new strategy can be found on the following webpages; https://www.york.ac.uk/about/mission-strategies/vision-for-york/.
THE UNIVERSITY OF YORK

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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

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 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 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.
HOW TO APPLY

Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 10285
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 13 February 2022.

Our selection process is scheduled to take place on the mornings of 8 & 9 March 2022. Candidates will be required to (virtually) attend on both days.

What will I need?

- Your CV
- A cover letter outlining your motivation for application and how you meet the criteria for the role

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