

# Head of Estates & Infrastructure Development



**Department:** Estates

**Reports To:** Chief Finance Officer

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## **Job Purpose:**

This new post will be at the heart of delivering the College's ambitious ten year Estates & Asset Strategy, reporting to the Senior Leadership Team and collaborating with colleagues in Opportunities, Strategic Partnerships and Resources to deliver exciting new developments and to effectively manage the College's Estate.

The Head of E & ID will be responsible for the effective management of the estate, assets and facilities, both in-house and outsourced, ensuring legislative compliance and the provision of a safe and secure environment for all staff, students and visitors.

## **Key Responsibilities:**

1. Lead on the management and monitoring of the College's ten year Estates & Asset Strategy 2020-2030, including financial control within approved budgets.
2. Be responsible for and act as client lead for major capital projects including new buildings, extensions, and refurbishments and remodelling.
3. Plan and manage the arrangements for the effective management, maintenance and repair of the College's Estate, Assets & Facilities
4. Ensure the College fulfils its statutory and other legal obligations relating to its premises, procuring and managing relevant facilities and services as required.
5. Line management responsibilities for the Estates Team and Health and Safety Manager
6. Overseeing the cross-College Health & Safety management & support, policies and procedures to ensure the safety and wellbeing of staff, students and visitors.
7. Advise the Senior Leadership Team on property interests including estates, facilities and property matters and provide reports for and attend Governors and SMT meetings as required
8. Make arrangements for the preparation and review of College premises: preparing and reviewing feasibility studies, budgets, specifications, contracts, and secure and manage specialist advice and services
9. Ensuring the efficient use of the College Estate and Assets, developing and utilising appropriate monitoring systems to ensure maximum efficiencies
10. Liaise as necessary with external bodies such as Highways and Local Authorities and support the preparation of applications for planning and building control consents

11. Financial responsibility for the Estates budget; revenue and capital
12. Support curriculum areas in their growth and development and liaise as necessary with curriculum heads in relation to capital projects and building maintenance
13. To lead on developing and implementing the College Sustainability Policy, wherever possible promoting Wellbeing and Social Responsibility through our Estates, Assets and Infrastructure Developments.
14. Responsibility for the specification and procurement for negotiating and managing outsourced contracts including College Transport; Cleaning; Catering.
15. Development of revenue streams from the College estate; ability to spot potential opportunities; developing an agile estate
16. Maintaining up to date knowledge and understanding of sector developments (e.g. retrofitting; renewables) and reviewing services delivery to improve performance and maximise revenues
17. Support and advise the SLT in applications for capital funding
18. At all times to carry out your responsibilities with due regard to the College's code on Equality and Diversity, Health and Safety and Safeguarding Policy.
19. To undertake such other duties commensurate with the grade of the post as may reasonably be required and you may be required to be trained to administer First Aid, if necessary.

**NOTE**

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

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## Person Specification

<b>Post: Head of Estates &amp; Infrastructure Development</b>		<b>Essential</b>	<b>Desirable</b>
	<b>Qualifications:</b>		
1	A relevant qualification at degree level Professional qualification e.g. RICS, CIOB	✓	
2	IOSH (e.g. NEBOSH diploma, NVQ L4 in Occupational Health & Safety Practice), or willingness to work towards		✓
	<b>Knowledge &amp; Experience:</b>		
3	Experience of construction and maintenance within a large and complex organisation	✓	
4	Good understanding of the impact of accommodation on curriculum and service delivery	✓	
5	Experience of improvement strategies, stock management and planned maintenance	✓	
6	Budget setting and management	✓	
7	Good understanding of Health & Safety Management	✓	
8	Experience of working in the education sector		✓
9	An active and proven interest in Sustainability		✓
10	Good knowledge of space management and building condition assessment		✓
	<b>Skills &amp; Personal Qualities:</b>		
11	Thorough knowledge of construction processes e.g. contracts and schedules	✓	
12	High quality communication skills, both written and oral.	✓	
13	Effective staff management skills	✓	
14	Good organisational and time management skills; able to work within tight deadlines	✓	
15	Able to work and lead a diverse team	✓	
16	A commitment to high customer service standards	✓	
17	Demonstrable track record of achieving value for money	✓	
18	Ability to control and assess contractor performance	✓	
19	The ability to operate with tact and diplomacy	✓	

## Role Context

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:

- Safeguarding Children and Safer Recruitment in Education, including Prevent;
  - Human Resources policies and procedures;
  - Health and Safety policies and procedures;
  - Equality, Diversity and inclusion policies and procedures;
  - The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
  - Undertake such other duties commensurate with the grade of the post as may be reasonably be required
  - You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

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### **Additional Information**

<b>Hours of Work</b>	<b>:</b>	<b>Full-time, permanent.</b>
<b>Salary Range</b>	<b>:</b>	<b>£44,804 - £48,419 per annum</b>
<b>Salary Scale</b>	<b>:</b>	<b>Business Support Scale M4</b>
<b>Closing Date</b>	<b>:</b>	<b>Midnight on Sunday 16 May 2021</b>