

## Job Description

<b>Position / Job Title:</b>	<b>Director of Estates &amp; Facilities</b>
<b>Location/Building:</b>	<b>Bournemouth University, Lansdowne and Talbot Campus (but with travel across all sites where BU provides or may provide services)</b>
<b>Professional Service:</b>	<b>Estates</b>
<b>Normal Hours per Week:</b>	<b>Full time, although to support and enable our staff to achieve a balance between work and their personal lives, we will also consider proposals for flexible working or job share arrangements.</b>
<b>Accountable to:</b>	<b>Chief Operating Officer</b>
<b>Responsible for:</b>	<b>Estates Professional Service</b>

### Job Purpose

The Director of Estates is accountable to the Chief Operating Officer to :

- Lead the Estates service, enabling a culture that delivers an efficient, ambitious and successful service, whilst balancing the multiple requirements and priorities of colleagues, students and other stakeholder groups.
- Lead the strategic development of the University's estate through any capital development, and refurbishment, acquisitions and disposals as well as effective and efficient Facilities Management in line with the strategic plan
- Create, enhance and fully exploit the potential of BU's built assets through the provision of value added Property and FM services throughout the University. Be responsible for the provision of client centred services for estates planning, management and facility support activities.
- Lead the development and implementation of the University's strategic plans for the estates service.
- Lead BU's Sustainability and Carbon Management agenda ensuring we continue to be and be seen to be an environmentally sustainable university and achieve a commitment to net zero in line with agreed strategy and timescales
- As a member of the University Leadership Team, play a pivotal role in strategy definition and executive management maximising the value gained from investment in the estate.
- Lead the development, implementation, and continuous review of the university's Business Continuity Plan (BCP), ensuring alignment with institutional risk management and emergency planning frameworks.

### Main Responsibilities

#### **Leadership:**

- To be responsible for creatively developing and delivering the University vision and strategy for Estates and facilities provision through ensuring an excellent student and staff experience, optimum use, economic management of the estate and its operations, quality of facilities, operational costs of provision and future sustainability.
- Provide senior level information, insight and expertise across the university, including up to and at Board level, to shape strategic and operational decision making on matters relating to the service and estate.
- As required, deliver capital development programmes for the University and to lead the estates department to deliver the estates strategy through capital development, refurbishment and acquisitions and disposals as required.

- Through the team, manage all building-related matters, in respect of legislative and contractual requirements.
- Be the lead professional and technical adviser and to provide specialist advice to the University's Executive Team and the Board on all estates related matters.
- Be responsible for the coherence and alignment of BU's Estates master plan and to lead its continued evolution.
- Prepare, control and monitor budgets, both capital and revenue, working closely with the Director of Finance.
- Lead BU's Sustainability and Carbon Management agenda ensuring the reduction of carbon emissions and negative environmental impact.
- Be responsible for planning, managing and creatively developing BU's estate and its related resources and services and develop and maintain quality systems that will enhance the estates services to users and to ensure systems are in place for monitoring the performance of the service.
- Be responsible for effective maintenance planning and schedules and provide advice as to where investment will be required with expected timelines.
- Represent and report on BU estate developments and effectively liaise with relevant stakeholders.
- Build open, trusted and supportive relationships with all University stakeholders, particularly students' representatives, academics and senior management. Ensure Estates provision stays aligned to stakeholders' strategic plans and meets their operational needs.
- Create an operating structure with appropriate professional leadership, which facilitates a strong focus on service excellence, delivery and value for money.
- Be responsible for the presentation of annual strategic plans, business plans and annual reports for the service.
- Take a flexible approach to organisational structure, which may change from time to time to reflect organisational priorities and focus, including working across dynamic and flexible teams.
- Ensure a high performing, outcome-led culture with a clear focus on effective staff appraisal, a commitment to support professional and personal development, and alignment to the BU values.
- Oversee the management of external suppliers, contractors and vendors, building strategic relationships to ensure high-quality provision, value for money and return on investment.
- Identify and realise operational efficiencies through effective resource management, process redesign and implementation of change initiatives to achieve improvements in service quality, value for money and return on investment.
- Manage the strategic and operational risks associated with the University's estates service and ensure that effective business continuity plans are in place and regularly monitored.
- Foster effective relationships with local planning authorities and estates advisors to ensure the University's plans can be executed successfully.
- Ensure that the University's policies and procedures are implemented within the service, with particular regard to data protection (GDPR) compliance, CMA compliance, HR, Finance, Health & Safety, and Equality, Diversity and Inclusion.
- Ensure that the University's policies and procedures are implemented within the service with particular regard to Risk, HR, Finance and Health & Safety.
- Lead the University's Major Incident Group and planning on behalf of the Chief Operating Officer and act as MIG Gold Deputy.
- Report regularly to the University Executive Board on continuity risks, mitigation strategies, and readiness status.
- Embed a culture of resilience and continuous improvement within the university, monitoring performance against continuity KPIs and service level agreements.
- Continuously review and refine continuity plans in response to institutional changes, lessons learned, and sector-wide developments.
- Continuously benchmark the BCMS against sector-wide and international best practices, integrating lessons learned and emerging standards to drive innovation, resilience, and continuous improvement
- Act as the lead advisor on continuity matters to senior leadership and academic departments

#### **University Leadership Team:**

- As a member of the University Leadership Team (ULT), contribute fully to development, debate and discussion on issues of operational and strategic importance to BU.
- Influence and contribute to the University's strategic planning and competitive positioning.

- Contribute to delivering a safe learning and work environment with an excellent student, staff and visitor experience of all aspects of the University's estate.
- Lead and implement effective organisational change across the university in line with the strategic plan
- Lead on specific cross-university projects as requested by ULT/University Executive Team (UET).
- Build active networks with peers across and outside the HE sector; represent the University in relevant professional bodies and external events and activities.
- Be an active member of the University's Major Incident Group.

### **Dimensions**

- Staff resources: c. 75 FTE.
- Several major outsource service providers, for catering, security, cleaning, buses, etc.
- Estates infrastructure comprises 20 major buildings across two sites and two further satellite campus sites in Yeovil and Portsmouth, mix of academic teaching and research facilities, administrative offices, student accommodation blocks and Chapel Gate our 65 acre sports campus adjacent to Bournemouth International Airport.
- Estates project portfolio of numerous concurrent projects.

### **Information Governance Responsibilities**

#### **Data Owner**

- Ensure relevant Information Governance policies are enforced, and any issues are resolved or escalated to the University Leadership Team (ULT).
- Identify and manage data protection risks for their respective data.
- Determine and approve the usage / access / retention / destruction requirements.

#### **Data Steward**

- Inspect, manage and monitor Information Governance compliance within their area.
- Identify and manage data protection risks for the data used within their team/function.
- Supervise what data is stored where, in what format and its quality throughout its lifecycle through to its appropriate deletion/destruction.
- Ensure access is provided where there is a clear justification and removed when it is not required.
- Ensure appropriate safeguards are in place to protect data (e.g. physical and technical controls, and local processes and procedures are development, implemented, followed and regularly reviewed).

### **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

### **Additional Information**

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

## Person Specification:

Position / Job Title: Director of Estates & Facilities	
Faculty / Service: Estates & Facilities	Date: August 2025
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Significant senior leadership experience in a similar senior role, leading and managing an estates function and staff in a medium/large organisation	E
Proven track record of effectively operating and advising at senior management level	E
Evidence of intellectual ability to analyse and evaluate complex issues to provide appropriate solutions e.g. possession of undergraduate and/or postgraduate degree or equivalent experience	E
Relevant chartered professional qualification or equivalent experience and evidence of continuing professional development	E
Experience of inspiring, developing and motivating a diverse team of professionals	E
Have a track record of successful leadership combined with excellent project management skills and a proven track record of managing change in a medium/large organisation	E
Experience of working in HE in a relevant senior role	D
Familiarity of working in or operating within the public sector in a relevant senior role	D
Proven track record of managing complex property portfolio, operating and advising in a highly effective way at a senior operational level in relevant areas including evidence of the ability to manage staff from a range of professions	E
Have substantial experience in delivering large scale capital programmes, high quality services and systems to clients to meet business needs	E
Knowledge of and experience in leading sustainability and carbon reduction agendas in a complex organisation	E
Proven track record in managing a large complex portfolio of staffing and budgets including a sound understanding of the legal and financial aspects of major property projects and transactions	E
Track record of effective and efficient resource management with evidence of the ability to make significant and sustained cost reductions without detriment to overall quality of service being provided	E
Significant major programme and project management experience and skills in the preparation and control of development programmes, building and engineering projects and in managing facility operations and maintenance services	E
Track record of effective and efficient resource management with evidence of the ability to make significant and sustained cost reductions without detriment to overall quality of service being provided	E
Substantial experience of building effective strategic relationships with major suppliers and advisors	E
Working knowledge of operational risk management practices and strong evidence of risk management	E
Understanding of the key opportunities, challenges and risks within a HE environment and the alignment of BU's vision and values to ensure delivery of the strategic plan	D
Skills	
Highly effective leadership and change management skills	E
Excellent organisational/planning skills	E
Highly developed communication and influencing skills	E
Attributes	
Evidence of a clear commitment and ability to contribute effectively to corporate management	E
Ability to develop and articulate a clear strategic vision and to lead in an environment of constant change	E
Strategic thinking ability combined with confident, rational and objective decision making	E
Ability to problem-solve where there is a lack of precedence and/or a mass of information that is diverse, partial, or conflicting	E
Commitment to ensuring equality and diversity	E
Commitment to BU's values are excellence, inclusivity, creativity and responsibility	E

Commitment to develop colleagues and willing to act as a coach and/or mentor	E
Willing to confront issues and to take difficult decisions, particularly in relation to staffing matter	E
Positive attitude towards safeguarding	E