Post Title: Director of Estates and Risk Management

Hours of Work: 37 hours per week (Monday to Friday) / 52 weeks per annum

Place of Work: Dartford campus, with travel to other College sites.

Salary: £70,000 per annum (Spot)

Accountable to: Deputy Chief Executive

Responsible For: Estates Project Manager, Head of Estates, Risk Manager

Purpose: Responsibility for developing and implementing the College's Estates Strategy to ensure the delivery of an efficient, sustainable, and high-quality working environment for students and staff.

Summary:

Responsible for leading and delivering high-quality Estates, Facilities, and Risk Management services that support and achieve the objectives of the College's Estates Strategy.

Specific Responsibilities:

- Provide strategic leadership for the Estates and Risk Management Department, ensuring the delivery of an outstanding working environment for students and staff.
- Develop and implement a long-term estates strategy that ensures all College facilities are effectively maintained, operationally efficient, and managed to minimise whole-life costs.
- Lead the sustainable operation and development of the College's estates and facilities infrastructure.
- Drive a customer-focused culture within the Estates and Risk Management Department, ensuring services align with College-wide and local priorities.
- Support the Deputy Chief Executive and Chief Executive in shaping and delivering the College's Estates Strategy to support curriculum delivery and financial objectives.
- Maximise the utilisation, efficiency, and performance of College buildings and associated systems.
- Lead the development and delivery of rolling five-year maintenance and asset replacement plans to maintain a high-quality estate that supports effective College operations.
- Manage the Estates Project Manager to ensure successful delivery of the College's capital programme, including oversight of project timelines, budgets, procurement, and grant funding opportunities.
- Provide expert strategic advice to the Board and Senior Leadership Team on Estates and Facilities Management, Risk Management, Health and Safety, and business continuity.
- Ensure the Estates and Risk Management Department is effectively structured, developed, and aligned to deliver high-quality, customer-focused services across the College.
- Ensure compliance with all relevant legislation, regulations, and best practice relating to Estates and Facilities Management, Risk Management, and Health and Safety, advising senior leaders on required actions and improvements.
- Develop and implement effective risk control measures across the College, including business continuity arrangements.
- Deliver value for money through compliant procurement practices and effective contract and supplier management.
- Lead on robust budget management and financial control across Estates and Risk Management functions.
- Ensure all relevant policies, procedures, and documentation are maintained, reviewed, and updated to reflect operational and legislative requirements.
- Ensure the College meets all statutory obligations relating to Estates, Facilities, Risk Management, and Health and Safety, providing clear guidance to management teams where action is required.
- Lead sustainable maintenance programmes across the College to ensure safe, efficient, and cost-effective operations while continuously challenging expenditure to achieve best value.

- Manage the Risk Management Team to ensure effective policies, procedures, and practices are in place to maintain a safe and secure working environment.
- Oversee the College's insurance arrangements and business continuity planning, ensuring appropriate cover is maintained and managed cost-effectively.
- Monitor and ensure the effective delivery of outsourced specialist services, including Data Protection and other risk-related functions.
- Build and maintain strong relationships with internal and external stakeholders, including contractors, consultants, statutory bodies, and partner organisations.
- Work closely with the Deputy Chief Executive to deliver infrastructure and development projects within agreed budgets, ensuring value for money and successful project completion.
- Ensure effective performance monitoring and provide accurate, timely reports on all aspects of Estates and Facilities services, including condition surveys and recommendations for priority investment.
- Produce strategic reports and analysis on estates activities, providing recommendations that inform and influence senior management decision-making.
- Develop and manage the College's sustainability strategy, including waste management, water, electricity, and gas consumption, identifying opportunities to improve efficiency and reduce environmental impact.
- Undertake and other reasonable duties as directed by line management.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a 'can do' attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives to improve performance.
5. Leads by example.
6. Results Focussed.
7. Manages resources, performance, and risk.
8. Champions effective change.

These behaviours will form part of the criteria within Appraisal process.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY *(Application, Task, Interview)*
(1) Qualifications:			
Relevant professional or trade qualifications or Degree (Building craft, estates, surveying or Health and Safety background/qualifications)	Yes		Application
Level 2 Literacy, Numeracy and IT	Yes		Application
Management Qualification		Yes	Application
Coaching/Mentoring Qualification		Yes	Application
(2) Knowledge to include:			
Up to date knowledge of Estates and Facilities issues	Yes		Application / Interview
Up to date knowledge of Health and Safety regulations	Yes		Application / Interview
Up to date knowledge of legislation related to role	Yes		Application / Interview
Up to date risk management knowledge and implementation related to role	Yes		Application / Interview

Experience of making continuous improvement in services delivered		Yes	Application / Interview
Landlord Responsibilities		Yes	Application / Interview
(3) Experience to include:			
Management experience of running a multi site complex service	Yes		Application / Interview
Development and implementation of Strategic and Operational Plans to improve the College	Yes		Application / Interview
Managing a large multi site team, and achieving an excellent track record of service	Yes		Application / Interview
Management of large budgets, and resources effectively	Yes		Application / Interview
Management of large capital projects from inception to delivery	Yes		Application
Estates Management in an Education Setting		Yes	Application/ Interview
(4) Skills and Attributes to include:			
Resolving complex issues and/or situations	Yes		Application / Interview
Time management skills, organisational skills and the ability to meet targets and deadlines	Yes		Application / Interview
Negotiation skills	Yes		Application / Interview
High degree of personal presentation and customer care skills	Yes		Application/ Interview
Report writing skills	Yes		Application/ Interview
Practical problem solver, with decision making skills	Yes		Application/ Interview
Ability to communicate complicated information to a diverse range of people at all levels, verbally and in writing	Yes		Application/ Interview
Computer and IT skills sufficient to produce reports, statistics and presentations	Yes		Application/ Interview
Innovative, forward thinking	Yes		Application/ Interview
Ability to manage challenging behaviour	Yes		Application/ Interview
Mentoring and coaching skills	Yes		Application/ Interview
Flexible in approach, but customer focussed	Yes		Application/ Interview
Able to lead other will retaining the ability to be part of a team	Yes		Application/ Interview
Role mode of the core values on a day to day basis	Yes		Application/ Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in

particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the People Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the People Department.

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Sign:_____

Print:_____

Date:_____