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**JOB DESCRIPTION**

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| **Job Description:** Director of Estates and Sustainability  **Reporting To:** CEO **Pay Scale:** L16-22 £68,399 - £79,111 **Hours of Work:** Up to full time (37 hours per week)**Job Purpose:** The post holder is responsible for the strategy and delivery of all the trust’s estates including operations, capital projects, facilities management, sustainability, health and safety and risk management functions, ensuring the trust’s strategic and operational programmes that relate to these areas are planned and delivered successfully, and that financial and quality objectives are achieved within a legal and statutory framework. The post holder will lead the strategic development and planning process, writing and then translating the strategic estates and sustainability plans into practice, utilising a high degree of understanding of business needs and ensuring the trust meets its legal and statutory requirements. The post holder is responsible for ensuring the schools within the trust operate safely from a health and safety perspective, ensuring systems, practices, policies and procedures within school adhere to legal and statutory health and safety requirements. This includes supporting and overseeing key aspects of the work of Premises Managers across the trust, leading the Health and Safety forum, ensuring we work effectively with trade union colleagues on health and safety matters. |
| **Key Responsibilities:** |
| * Strategic estate planning and management
* Strategic sustainability planning and management
* Provide strategic leadership for the Estates and facilities departments, ensuring schools are provided with a high quality and responsive service
* Prepare, plan, deliver and project manage capital projects
* Procurement (including tender writing and assessment), cost and budget management
* Ensure health, safety and environmental legislative compliance
* Strategic risk management planning and reporting
* Facilitate effective internal and external partnership working
* Ensure compliance with legal and statutory obligations
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| **Key actions include (but are not limited to):** |
| * Strategic estate planning and management
* Develop and implement an estates strategy which delivers a capital and operational programme of site improvement and maintenance.
* Produce, oversee and report on all estate policies, procedures and guidance, including due diligence on new schools joining the trust.
* Oversee and report on the trust’s estate condition.
* Review the individual school’s five year and annual maintenance plans or, where necessary, assist the school Premises Managers and/or Trust Assistant Director of Estates to prepare, develop, cost and implement five year and annual maintenance plans for all buildings, grounds and site infrastructure including replacement of infrastructure where appropriate.
* Manage a trust-wide planned and preventative maintenance programme.
* Strategic Sustainability planning and management
* Develop, promote and deliver an environmental strategy for the estate which is ambitious yet achievable.
* Develop, cost and implement a plan for decarbonisation across all site operations and supply chains.
* Ensure maintenance and capital projects have regard to the strategy on sustainability and decarbonisation.
* Prepare, plan, deliver and project manage capital projects
* Be the Project Manager on projects to ensure that all significant capital, refurbishment and maintenance projects are delivered on time, to a high quality, and within budget.
* Ensure that all projects are designed in accordance with CDM regulations.
* Ensure that all stakeholders are consulted, and statutory consents/permissions obtained and requirements met including planning consents, asbestos refurbishment survey reports and actions arising, building regulations and fire authority approvals.
* Design standardisation into projects to ensure procurement efficiency and reduced costs in the future.
* Plan, monitor and report on all SCA spending.
* Procurement (including tender writing and assessment), cost and budget management
* Production of full tender packs that, where relevant, are NEC or JCT compliant.
* Appraisal of tenders received and producing reports and recommendations for approval by the Executive Board or Trust Board as required by the scheme of delegation.
* Oversee the procurement of energy and other estate contracts, advising on how to achieve best value whilst working toward zero carbon and managing the contracts.
* To deliver within the relevant delegated budgets including preparing annual budget bids and monitoring spending.
* Ensure best value is achieved across all functions of the department, striving to improve efficiencies and minimise waste.
* Ensure health, safety and environmental legislative compliance
* Ensuring that statutory requirements are met and relevant policies, procedures and safe working practices are in place, reviewed regularly and followed, including a robust and effective risk management process.
* Where areas for improvements in Health & Safety are identified, work closely with affected staff to ensure that remedial measures are taken and appropriate training provided.
* Ensure that all statutory testing of buildings and site infrastructure including fire safety, electrical, gas safety, legionella, asbestos management, ventilation etc is completed on time in accordance with regulation, any remedial action implemented in a timely manner and records maintained.
* Complete internal audits and checks as necessary
* Strategic Risk Management planning and reporting
* Oversight of the trust Risk Management Strategy, including the trust-wide strategic and operational Risk Register.
* Provide strategic leadership for the estates and facilities departments
* Ensure the provision of strategic leadership for, and the effective management of estates through ensuring all the teams within Estates, Health and Safety and Facilities management interact appropriately and work collaboratively towards common goals.
* As the overall leader for estates and sustainability, share knowledge and expertise, enhancing knowledge across the trust, providing support, guidance and advice to ensure that all estates staff across the trust deliver to expected standards in terms of productivity and quality, taking advantage of appropriate opportunities for professional development. Lead the core team of specialists, providing scope for them to operate autonomously where appropriate and encourage them to develop their skills, knowledge and experience to maximise their performance, providing the best possible service to stakeholders.
* Facilitate effective internal and external partnership working
* Build close working relationships with the Senior Management Team and other senior professional services and academic colleagues and nurture a strong sense of teamwork among managers and staff in estates.
* Effectively communicate with a wide range of external individuals and organisations including the Health and Safety Executive, technical contractors and architects.
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| **The key competencies and behaviours commensurate with this post are identified overleaf.** |
| **General Information:*** The job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the CEO and Executive Principal, appropriate to the remit.
* The above principal responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
* The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the potholder’s responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
* The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
* The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.
* To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018
* To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)
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**Ethical Leadership Qualities**

**Competencies and Behaviours**

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| **Competency** | **We do this by** |
| **Trust** | * Being reliable, consistent, credible, honest, humble, courageous and kind.
* Managing emotions and helping others to manage their emotions.
* Keeping promises and doing what you say you will do
* Having a genuine interest in others
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| **Wisdom** | * Developing knowledge and real expertise, then sharing knowledge
* Learning from mistakes and failures and admitting when we are wrong
* Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish.
* Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
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| **Kindness** | * Being kind, humble and authentic
* Leading with compassion and care, listening and seeing beyond the job role to the person
* Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
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| **Justice** | * Doing what is right, rather than what is popular or easy.
* Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate.
* Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense.
* Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
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| **Service** | * Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour
* Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools.
* Removing barriers and blockers to enable others to do their jobs well
* Leaving our egos at the door and putting ourselves in the service of others.
* Channel ambition into our schools, not ourselves, and developing our successors
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| **Courage** | * Looking in the mirror when something goes wrong.
* Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward.
* Give the whole truth, the back-story and the why.
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| **Optimism** | * Believing in our own ability, and the ability of others, to do what is right to change the world for the better.
* Calling out negativity and cynicism
* Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
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| **Vision** | * Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development.
* Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks.
* Believing in the potential of others; helping them be the best they can be.
* Quickly taking in new information and translating that into recommendations, decisions, plans and projects.
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