

JOB DESCRIPTION

Post: Head of Estates Development and Capital Projects

Grade: Corporate Leader

Location: Lancaster or Carlisle

Responsible to: Director of Estates and Commercial Services

Responsible for: Campus Developments/ Capital Projects

Job Purpose:

Reporting to and working closely with the Director of Estates and Commercial Services, the Head of Estates Development and Capital Projects will be responsible for implementing capital developments as outlined in the University's Estate Strategy which currently includes five campuses in the Northwest of England and one in London. A new one opened in Barrow in September 2025 and work is also underway on our new Citadels project in Carlisle.

A key priority for the Head of Estates Development and Capital Projects will be to manage the successful delivery of the One Carlisle Programme, which includes the Citadels project in Carlisle, which is scheduled for opening in 2028. In addition to managing internal University stakeholders, a team of appointed Consultant's, Contractor's and Suppliers, the Head of Estate Development will be responsible to liaison with external stakeholders, including Cumberland Council, the Ministry of Housing, Communities and Local Government (MHCLG) and the Borderlands Partnership to ensure that all land, property, funding, procurement, design and build activities are successfully delivered.

As a member of the Estate Service Senior Management Team you will work closely with the Director of Estates and Commercial Services and your direct reports within the Department, as well as proactively collaborating with Institute Directors and Heads of Service to ensure that short, medium and long term aspirations and operations are delivered.

Through your role in the delivery of the University's Estates Strategy and Master Plan, you will make a key contribution to the wider strategic direction of the University and collaborate with the Vice-Chancellor's Directorate. You will support the Director of Estates and Commercial Services in working with members of the University Board, Finance & Resources Committee and Audit & Risk Committee to ensure effective decision-making, assurance and risk management.

The Head of Estates Development and Capital Projects will be required to work closely with Institutes, Professional Services and colleagues across the University including strong linkages with the Students' Union.

The Head of Estates Development and Capital Projects will be responsible for the implementation of the University Estates Strategy and Master Plan, with the aim of delivering an excellent student, staff and visitor experience.

Main Duties and Responsibilities.

- Lead on the implementation of the capital developments within the University Estates Strategy, co-ordinating input from the Vice Chancellor's Executive and other stakeholders to deliver projects which support the University Strategy.
- Lead on the development of the Citadels project, including governance and processes for establishing Programme Boards, and collaborating in a clear and concise manner with all internal and external stakeholders.
- Be responsible for overseeing individual project budgets to ensure delivery of projects which demonstrate value for money for the University and are delivered on time.
- Be responsible for procuring, appointing and leading teams of external consultants, lawyers and contractors ensuring that aims and objectives of projects are delivered and that processes and procedures are developed to comply with procurement objectives and legislation.
- Be responsible for liaising with property agents, Council and University colleagues to agree property related issues on the Citadels campus project.
- Provide regular reporting and presentations for the University Board, Finance and Resources Committee, Audit and Risk Committees, Strategic Programme Board and Vice Chancellors Executive.
- Represent the University at meetings with Funders, including Cumberland Council, Borderlands Partnership and Town Deal.
- Liaise closely with H&S colleagues to ensure that all estate development meets relevant H&S legislation, developing regular reporting on H&S for projects and liaising with Estates colleagues and University H&S Team.
- Work closely with the University's Strategic Projects Office, to ensure priorities and reporting are fully aligned.
- Lead on excellent client service initiatives and continuous improvement programmes based on client feedback and lessons learned workshops.
- Be responsible for establishing all contractual arrangements and collaborating closely with the Procurement team to ensure value for money and limited construction and delivery risk for the University.
- Lead on creating a capital projects team who are highly skilled, trained and motivated to deliver excellent services with the ability to identify potential in your team and be prepared to commit to their development, to assist in creating a "One Team" ethos.
- Set clear direction and support others in the achievement of their roles to ensure the achievement of the University objectives.
- Oversee the land and property transactions, which includes the disposal of the University's Brompton Road campus and rationalisation of the Fusehill Street Campus.
- Liaise with Cumberland Council to agree arrangements for the future use of the Citadels buildings, including the former Crown Court and Council Offices.

- Working closely with the Director of Finance, manage the timely and accurate submission of funding claims for Growth Deal funding, Town Deal funding and Public Works Loan Board.
- Ensure that the University are meeting their obligations under Grant Funding Agreements for the Citadels project.
- Drive efficiency across the University Estate through the design (with stakeholders) and implementation of effective space management policies supporting new models of working, interdisciplinary interaction and community building and by the application of an innovative and commercial mind set to our estate and services.
- Undertake such other duties as may reasonably be required by the Chief Transformation Officer and Director of Estates and Commercial Services.

Leadership and Management

- Be a role model the University's values and leadership behaviours and be an integral part of delivering the University's equality, diversity and inclusivity priorities.
- Inspire, develop and provide clear effective leadership to a team of project management professionals and establish an effective team structure to facilitate delivery of the Estates strategy, empowering managers and teams, and supporting a high-performance culture.
- Embed the highest standards of Estates and Campus Services practice, discipline, integrity and governance, ensuring that all reporting, management and systems are fit for purpose and fully compliant with all legislative and audit requirements.

Communication

- Contribute to the development and fulfilment of the University's vision, mission, values and strategic objectives, including appropriate engagement with partners and stakeholders.
- Work with, develop and maintain a strong working relationships with senior and operational staff across the University.
- Engage with our student community and their feedback and respond to their considerations around our estate with a view to enhancing the student experience.

Other Requirements

- You will be an active member of the Estates and Commercial Services Senior Management Team and will be required to attend meetings of this group as required.
- You will always operate within established University regulations and procedures and will need to demonstrate an understanding of the needs of a large, complex, multi campus University.
- Represent the University at external networking events, including the Association of University Director's of Estates (AUDE).
- Deputise for the Director of Estates and Commercial Services during leave periods.
- On occasions and in line with operational needs you will be required to travel to other campuses and sites, nationally or internationally.

- As a senior post holder, you will be expected to work flexibly in discharging duties. The normal working week is defined in the contract of employment but because of the nature of the post, you will be required to work flexibly and for such hours as are necessary to fulfil the responsibilities of the post.
- It is the University's intention that this job description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change, and your obligations will vary and develop. This job description should be seen as a guide and not as a permanent, definitive and exhaustive statement

PERSON SPECIFICATION

Qualifications, knowledge and Experience

- A relevant first degree and postgraduate qualification or equivalent professional experience and evidence of CPD
- Full membership of a relevant professional body (RICS, CIOB, CIBSE, APM etc.)

Knowledge, Skills and Abilities

- Strong track record of achievement in capital project development and delivery
- Demonstrable experience of effective leadership in a Higher Education setting with the ability to lead, motivate and develop the staff, to realise their full potential and to promote effective working within and between teams in the service.
- Excellent interpersonal, influencing, oral and written communication skills with a diverse range of colleagues, customers and stakeholders at all levels, including senior management and the University Board. A natural relationship builder, able to establish a high level of credibility within the University and external partners.
- Ability to think and operate strategically and use highly developed analytical skills to develop new approaches and ways of thinking.
- Able to deploy initiative and to think creatively to solve problems, make decisions and provide substantial contributions to the creation and implementation of strategic and operational plans, understanding, conceptualising and interpreting the requirements of our community.
- High level planning and organisational skills including effective project management skills, providing effective leadership of the delivery of major strategic projects on time and within the resource envelope
- Demonstrable understanding of how the core business areas of the University relate to each other, and how wider Higher Education and academic challenges impact on the forward agenda.
- Strong understanding and experience of financial management and successful management and control budgets, resources, and funding.
- Strong understanding and experience of managing grant funding within the higher education and wider public sector
- Strong understanding and experience of public sector procurement, both from a compliance and best value perspective
- Experience of working with multiple third party stakeholders, including local authorities, funders, statutory authorities, statutory undertakers
- Experience of delivering complex refurbishment and new build projects, which include listed buildings
- Understanding of land and property transactions, including liaison with tenants, agents and relevant third parties

- Experience of effectively leading and managing contractor's, consultants and suppliers to ensure the successful delivery of capital projects
- Experience of managing internal stakeholders within a Higher Education setting
- Experience of managing high value capital projects within the Higher Education sector

Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Equality Diversity and Inclusion Statement

All post holders at the University of Cumbria are required to uphold and work to the Universities Equality, Diversity and Inclusivity statement and associated policies:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias. We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the Universities health and Safety at work policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use

work items provided by the University, including personal protective equipment in accordance with training or instructions.