

# **DIRECTOR OF ESTATES AND FACILITIES**

De Montfort University Leicester (DMU)

**CANDIDATE INFORMATION PACK**

# **WELCOME FROM THE CHIEF FINANCE AND RESOURCES OFFICER**



**Hello, and thank you for your interest in our university and in a role that will play a key part in the delivery of an inspirational student and staff experience at DMU.**

DMU is in an exciting period of change, with a new University Leadership Board and a new strategy focused on becoming 'The Empowering University', one aiming to empower students, staff and our community to create a fairer society.

The Director of Estates and Facilities will be pivotal in the continued development of an inspirational physical learning environment. They will work closely with our partners to reflect the needs and aspirations of our students locally, nationally and internationally.

We are very proud of our campus, its amazing transformation over recent years and its positive impact on our city. Recently we have enhanced our global reach with new campuses in Dubai and Kazakhstan. The successful candidate for this role will have the opportunity to leave a lasting legacy for the communities that we serve, built upon a vision for the next phase of our estate masterplan. They will mould our estates and facilities services to meet growing customer expectations, and embed a commercial mindset to deliver business performance.

I was born and bred in Leicester and have seen the influence and impact that DMU has had on our city over many years. It is a warm, welcoming and friendly place with a diverse community, creative and willing to embrace ideas.

I hope that when you read this candidate pack you find the same source of inspiration to join us.

**Dr Pete Cross**  
**Chief Finance and Resources Officer**

# OVERVIEW OF POST: DIRECTOR OF ESTATES AND FACILITIES

The £136 million transformation of our award-winning city centre campus has created an inspirational learning environment for our students, embedding DMU's place as a global university at the heart of the local community. With a new University Leadership Board and the introduction of 'The Empowering University' strategy, the Director of Estates and Facilities will play a major role in achieving our ambitions by leading capital developments, enhancing our commercial potential and continuing to deliver a high level of service and support to our diverse student population, making their own transformational journey at DMU. The Estates and Facilities directorate is large, diverse and consists of the following departments:

## Estate Management

The estates management function provides acquisition and disposal of land and buildings, leasing and licensing of land and buildings, including any planning permissions. The team is also responsible for student accommodation, university owned and those owned by private providers. The university's sports and leisure facilities, which includes indoor and outdoor venues, and conferences and catering, also fall under the remit of estates management.

## Projects and Maintenance

The projects and maintenance team provides high quality capital new build and refurbishment, minor works and a maintenance service. Maintenance of the university ensures the integrity of the building fabric, building infrastructure, service assets and external elements of the university estate, as well as maintenance of the university grounds.

## Security

The security function provides an effective and efficient 24/7 security service, with the primary objective of providing a safe and secure environment for all staff, students and authorised visitors. Security also engages with both external stakeholders, such as members of the local community and service providers, plus internal stakeholders, such as staff and student groups.

## Planning and Compliance

The planning and compliance function within the directorate covers a variety of services, including: the management of the estates helpdesk, estates corporate compliance, estates business continuity and emergency planning, estates management planning, estates health and safety coordination, sustainability, estates equality compliance, and the management of policies and operating procedures for the directorate.

## Cleaning and Post and Porterage

The cleaning, and post and portorage teams provide a customer-focused cleaning service. The cleaning team provides a cost-effective, comprehensive, scheduled and reactive cleaning service, using the latest technologies tailored to the needs of customers. Our portorage and waste management service (including recycling), is efficient and contributes towards the university's environmental sustainability objectives.

## Sports

DMU Sport supports students in leading active lifestyles through sports and physical activity. The team is responsible for promoting and championing sports, providing pathways to engage students in recreational physical activity and competitive sports, playing an important part in the student transformation and experience at DMU.

For more information, please visit our website by clicking [here](#).

# THE EMPOWERING UNIVERSITY

## A strategy to empower students, staff and our partners to create a fairer society.

'The Empowering University' strategy was formed after consulting with staff and students, external stakeholders and partners to explore our ambitions and what we should be known for. DMU's blueprint for the future features four key development themes: Learning for Life, Knowledge Creation, Empowering People and Partnerships with Purpose. Find out more about 'The Empowering University' strategy [here](#).

### Learning for life

Our aim is to provide high-quality teaching and learning that enables under-represented groups to participate in higher education, by adopting student-centred, flexible and creative approaches.

To achieve this we developed Education 2030, which imagines what education needs to be in 2030, and delivers it now. This new course structure has begun rollout for the 2022/23 academic year, with subjects being taught in a 'block' format.

Students study one module at a time, instead of several at once, and stay with the same group of classmates and tutor until the next module. They are examined as they go along, have no summer exams, and earn credit as they progress.

We're already receiving great feedback from students who are on our block-taught courses, with more than 90% of respondents from our most recent survey

telling us that they are enjoying focusing on one module at a time and that it suits their lifestyle. The vast majority of respondents are also satisfied with their overall teaching and learning experience and feel they have selected the right course.

Education 2030 highlights colleagues' innovation and the embedding of key themes such as decolonisation, equality and diversity, employability and sustainability into the curriculum.

Alongside Education 2030, another vital way we have addressed Learning for Life is by focusing on employability and ensuring students are ready to take their next steps after studying with us. Our DMU Works careers service helps current students through a varied programme and continues that commitment with lifelong support after graduation.

The range of innovative services provided by DMU Works have been recognised with a series of national awards. The judging panel for the National Undergraduate Employability Awards praised our digital employability strategy, which provides 24/7 careers support through automated CV reviews, interview simulations, employability development tools and e-learning.

The DMU Works Enterprise and Entrepreneurship offer has developed new initiatives such as Launchpad, a programme of extra-curricular lectures and seminars, and DMU Made, a platform to support and help launch students' creative businesses.



Our Office for Students-funded Leicester Future Leaders programme won the Times Higher Education Award for Outstanding Support for Students. Working with businesses and students, this project aims to retain Black, Asian and minoritised graduate talent in the locality.

### Knowledge creation

Societal impact is central to our research agenda and we strive to ensure that our research addresses key challenges which sit around our five interdisciplinary themes: Creative and Heritage Industries; Peace, Equality and Social Justice; Lifelong Wellbeing; Living in a Digital Society; and Net Zero.

Our new research strategy and implementation plan sets out that the majority of our academic staff are research-active and that the quality of the research is recognised internationally. We will strategically invest in our future research leaders through a tailored developmental programme empowering a pipeline of diverse researchers at all stages of the academic life cycle from doctoral student to professor.

The latest Research Excellence Framework results, the UK's system for assessing the quality of research in UK higher education institutions, showed that more than 60% of research published by DMU academics was considered world-leading or internationally excellent. We're particularly proud that more Black, Asian and minoritised staff were among the academics to submit research, aligning with one of our core principles to champion diversity.

Our business innovation focuses on closing the productivity gap in the East Midlands. We are a top 10 university for student start-ups and entrepreneurship is an important part of what we do.

### Empowering people

Our focus is to work towards creating an environment where our staff are empowered, can flourish and are able to work efficiently and effectively in providing services to our students.

Our DMU Empowerment Model, which supports staff to empower themselves, others and the organisation, will be rolled out across the 2022/23 academic year. Empowering our people through development is a key facet of our approach. We continue to promote apprenticeship pathways for our staff, providing a suite of blended learning opportunities.

The reward and recognition of excellent teaching is central to our focus of ensuring that we deliver an outstanding student experience. Academic and professional services staff can apply to be a Teacher Fellow and for funding to undertake Academic Innovation Projects, with more than £125,000 allocated to staff over the last five years.

Following the pandemic, we introduced hybrid working, and at the heart of this was a desire to support new ways of working for staff, at the same time as ensuring that student experience and effective service delivery was always at the forefront of what we do.

Our new brand campaign, Made From More, brings the strategy to life for our student audiences through powerful storytelling, underpinned by robust market testing. Insight showed that the campaign's authenticity is something that prospective students greatly value, with 84% of our applicants relaying a positive brand perception of DMU, and close to a third of applicants reporting that the campaign got them interested in DMU.



## Partnerships with purpose

Strong local, national and global partnerships enable us to deliver our vision in Leicester, the region and beyond.

We saw the formal launch of our two new overseas campuses in Dubai and Kazakhstan, both of which successfully started teaching in September 2021.

DMU became a founding partner at the UK Pavilion for Dubai Expo 2020, representing a massive opportunity to raise the university's international profile over the course of six months.

The UK Pavilion – which housed a permanent exhibition highlighting our 150-year history, as well as large-scale DMU events including conferences and a catwalk show – received more than one million visitors.

DMU International College (DMUIC) saw its biggest intake on record and is on track to becoming one of the biggest pathway colleges in the country.

As the only United Nations Sustainable Development Goals hub based in the UK, we embed the goals aimed at transforming lives into our teaching. Our work around equality and diversity, and in decolonising the curriculum, also sets DMU apart from many other universities.

Continuing to transform lives and make a positive impact on the local and regional economy, DMU has worked with the University of Leicester and Loughborough University to create the Universities Partnership, a civic agreement to work together to tackle social challenges across the region.

Other highlights include hosting the 2022 British Science Festival which promoted our academic achievements and vibrant learning community not only to the city of Leicester, but also to visitors from across the country.

DMU's Crucible Project partnered with more than 119 businesses for its monthly masterclasses, and it won the Educational Excellence Award in the Niche Business Awards. Crucible business Heal.Med won Digital Start-Up of the Year at the 2022 Medilink Awards, and Roshni Desai Designs was named Leicestershire Innovation Awards winner in the creative industries.



# OUR MISSION

Discovering gateways of opportunity that empower students, staff and our community to create a fairer society.

# OUR VISION

Creating a community of participation, fairness and collective responsibility; transforming individual lives and championing a fair and sustainable society.

# OUR VALUES

We support each other, we value difference and are honest and compassionate towards others. Together we will be courageous in exploring possibilities, breaking down barriers and re-imagining new horizons.

## SUSTAINABLE DEVELOPMENT GOALS



# LESSONS FROM THE PAST, IDEAS FOR THE FUTURE

**Our £136 million campus transformation project created what we believe is one of the finest teaching settings in the UK. The work was informed by an understanding that DMU has an ongoing responsibility to Leicester citizens to honour the city's past and understand its future potential.**

Located in the heart of Leicester, DMU's campus blends the historical and the new, reflecting the great tradition of our home city and its buildings, while creating a legacy.

Part of the vision for the new campus involved landscaping and orientation that made it an open, welcoming and inspiring space connected naturally to city life – the ultimate success of which was acknowledged by the city mayor, among others. The pedestrianised area of Mill Lane, which runs from the city-side of the campus down to the riverside, became a striking public pathway featuring seating areas, flower beds and the same stone used to give nearby Cathedral Square a complete makeover before the re-burial of Richard III.

Complete with rain gardens, which capture excess rainwater to feed trees and plants, the area echoes our commitment to recycling and reducing waste, which has put us among the top 30 universities in the world for sustainability, in the Times Higher Education Impact Rankings 2022. This year we were also recognised for being one of the country's greenest universities after a prestigious double award win at the Green Gown awards, which reward the most sustainable initiatives happening across higher education.

Leicester is a city steeped in English history and enriched today by its cultural diversity. Leicester

Old Town streets and buildings speak to that colourful past, including our association with Richard III. Old Town is a place to meet, eat, drink and shop, while Cathedral Gardens and Castle Gardens offer spaces for peace and quiet. St George's Cultural Quarter – once the locus of the city's textile and shoe industry – is now home to art and artists, a creative community also offering cafés and bars.

St George's is home to Curve, one of the country's most exciting theatres, and Phoenix, Leicester's centre for independent cinema and digital art. Leicester Museum and Art Gallery offers experiences dedicated to Ancient Egypt, dinosaurs, a famous collection of German Expressionism and much more.

The city hosts one of the biggest celebrations of Diwali, the festival of light, outside of India. Centred on the city's Golden Mile, in a typical year the festivities attract up to 50,000 people. Narborough Road – in Leicester's West End – has been called 'the most multicultural street in the country', offering bars, shops and restaurants influenced by tastes shaped around the world, including Indian, Turkish and Polish cuisines.

Leicester's Caribbean Carnival draws tens of thousands to line the carnival route and watch costumed displays before heading to Victoria Park to enjoy authentic food and drinks. The city's two Eid festivals are 'a feast offered, freely, to all communities of Leicester irrespective of their gender, age, faith, colour, race, and social background,' say organisers.



Away from the city centre, Knighton Park, part of an ancient settlement and conservation area, offers woods, gardens, waterways, sports pitches and St Mary Magdalen Church, which dates back to the 13th century. Aylestone Hall is a 14th-century Grade II listed historic building with connections to the English Civil War. Its gardens are a place of peace and good for picnics, while the namesake village nearby is a starting point for country walks. Bradgate Park, known for its impressive herds of deer, is a place to walk and unwind, explore nature, see oak trees that are over 500 years old, and climb to Old John tower, a beloved local landmark at the park's highest elevation.

Back on campus, the centrepiece is the award-winning Vijay Patel Building, which houses our art and design courses in a space as creative as the staff who teach and the students who study there. We also invested £4.2 million restoring Leicester Castle located at the edge of our campus, giving new

life to this historic frame by making it the base for our Leicester Castle Business School. The striking Hugh Aston Building – housing our business and law courses – has recently had added a £5.5 million extension called The Yard, providing more than 22,000 square metres of space. Providing contrast to the contemporary features, the 19th-century Hawthorn Building has modern labs and facilities designed to replicate current practice in health and life sciences, while the 20th-century Queen's Building offers industry-level facilities to support our computing, engineering and media students.

Our campus offers many great places to eat, drink, work and relax in, all in a welcoming environment that shares Leicester's distinctively open, exciting and forward-looking spirit.



# RESEARCH

**DMU has a track record of conducting research that impacts society and makes a real difference through improvements to health and wellbeing, infrastructure, creativity, economic growth, business and civil society.**

Our research excellence was recognised in the current Research Excellence Framework (REF) in 2021, where more than 60% of our research was judged to be of international quality.

Dr Katie Laird led a range of work on Covid-19 transmission through medical materials and clothing, showing that three of the most commonly used textiles in healthcare posed a risk for transmission of the virus, resulting in additional risk to healthcare workers who take their uniforms home.

Professor Jinsong Shen won a bid to work on the 'Development of enzyme-based coloration and coating for sustainable machine washable wool to support the wool industry transition to a circular system'.

The Centre for Computing and Social Responsibility was awarded €170,000 for the Improving Research Ethics Expertise and Competences to Ensure Reliability and Trust in Science (iRECs) proposal. DMU's team will be involved in the identification of ethical challenges of new technologies and how these are covered in ethics review processes. The Business and Law faculty has collaborated with the police to research cases of modern slavery,

with Dr Laura Pajon winning an award for Young Researcher of the Year from the United Nations for her work building a multi-agency partnership to tackle the issue.

Our Stephen Lawrence Research Centre is dedicated to driving forward conversations that shape and influence how we think about race and social justice. Exploring the histories and cultures of Black, Asian and minoritised communities in the UK, the concept and practice of institutional racism, denials of justice and the social psychology of racial violence, the centre honours the enduring legacy of Stephen Lawrence's life and his family's ongoing pursuit of justice.

Research looking into protein folding and activity in health and disease earned Professor Nick Turner an Engineering and Physical Sciences Research Council Established Career Fellowship Award of £1.3m.

Professor Parvez Haris won over £500,000 as part of a Horizon 2020 award to investigate malnutrition in Africa.



The Stephen Lawrence Research Centre

# THE FACULTIES

**Our faculties support students with events, placements, industry visits and the use of our state-of-the-art facilities.**

## **Faculty of Arts, Design and Humanities (ADH)**

The faculty unifies a range of sector-leading courses, informed by partnerships with the creative and cultural industries, and taught by award-winning academics with international reputations.

Graduates gain the skills to become leading creatives, practitioners, entrepreneurs or researchers in their chosen field, benefitting from ADH's collaborative community supported by expert technicians, important guest speakers and excellent facilities.

Our annual series of shows and events give students and staff opportunities to showcase their talents to the public, including Drama students who took centre stage at Leicester's Curve theatre for their co-production of *Oh What A Lovely War!*. Fashion Design students showed their collections on London's Graduate Fashion Week catwalk, in front of professionals from leading brands.

Curated by Creative Writing, States of Independence delivered a packed publishing event filled with talks, readings and panel discussions from local authors, publishers and DMU Humanities experts. Architecture and Fashion and Textiles subjects took part in a global showcase of research and student work at Dubai Expo 2020 with a focus on sustainable design.

Students across all schools were recognised for their innovative work with awards from the Royal Institute of British Architects, Goldsmiths' Craft and Design Council, New Designers, the Robert Walters Group, and many more.

## **Faculty of Business and Law (BAL)**

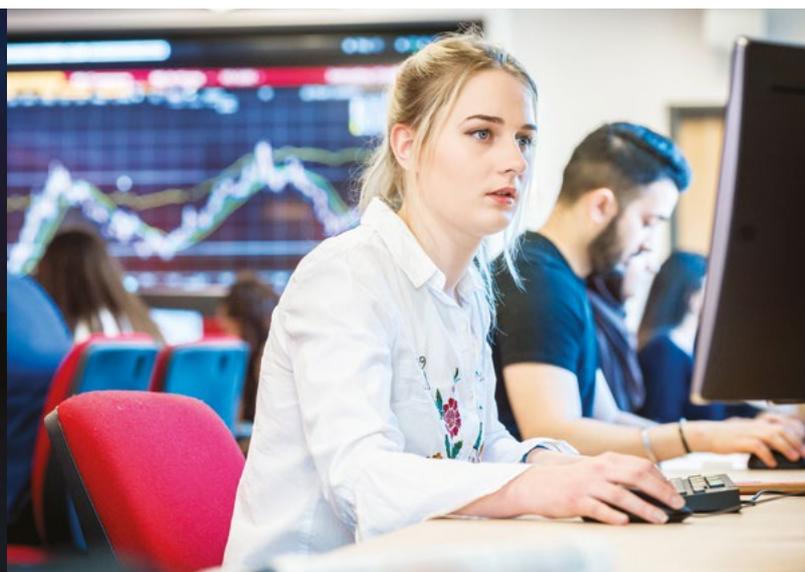
Based in the purpose-built Hugh Aston Building, with its new £5.5 million extension, The Yard, and in the sympathetically restored Leicester Castle, BAL is a truly global community of more than 8,000 students drawn from around 100 nations.

The faculty boasts strong links with professional bodies such as ACCA, CIMA, CIM and CIPD, offering recognition and significant exemptions across a wide range of subject areas.

With a strong emphasis on employability, our undergraduate programmes offer students the chance to gain valuable industry experience through placements, with support from a dedicated team. BAL has introduced a stronger focus on opportunities for international students, including partnering with Student Circus to shine a light on jobs in the UK specifically for international students.

We are proud of our work in developing the entrepreneurial mindset which sees our students pitching ideas to many local businesses. Our undergraduate student team reached the semi-finals of the Universities Business Challenge, the world's longest established online competition designed to develop employability skills.

The BAL Advisory Board advises Leicester Castle Business School and Leicester De Montfort Law School on achieving their mission to transform lives, foster creative solutions, promote public good and maintain a commitment to sustainability.



## Faculty of Health and Life Sciences (HLS)

Home to four specialist schools – The Leicester School of Allied Health Sciences, Applied Social Sciences, The Leicester School of Nursing and Midwifery and The Leicester School of Pharmacy – the faculty educates and develops professionals who make a significant difference to lives, health, wellbeing, communities and society.

Teaching reflects the latest developments in the sector and many courses have professional accreditations, meaning it is of the highest quality with a focus on building skills sought by employers.

The strength of HLS was highlighted with its vital contribution to the national response to Covid-19, with many staff members and students supporting with research, working on wards and administering vaccinations.

Professor Nick Turner, from DMU's Leicester Institute for Pharmaceutical Innovation, has won multiple awards and grants to explore molecular imprinting which allows biological level molecular recognition to be imparted into plastics.

Important work within the School of Nursing and Midwifery has helped fuel the debate around decolonising the curriculum, with two papers published in The Practising Midwife Journal, receiving international recognition. DMU staff and students are now members of a Royal College of Midwives steering group looking at creating a toolkit and resources to lead on decolonising midwifery education across the UK.

## Faculty of Computing, Engineering and Media (CEM)

The faculty is home to a diverse range of courses informed by research, across three specialist schools, taught by experienced academics in professional facilities equipped with cutting-edge technology.

Bringing together technical and creative disciplines, the Leicester Media School offers students opportunities to take part in national competitions and be recognised by respected industry bodies. Animation graduate Shaun Alagoa won the public vote at the 2021 Global Design Graduate Show for his short animation called Road Trip, and also secured a concept artist role with film production company Stronghold NYC.

The School of Computer Science and Informatics offers industry-standard facilities such as our Cyber Security Centre and works with partners like Airbus and Deloitte. Our students took part in Microsoft's UK University Cloud Challenge – they were among the 154 who sat the exam for professional certification in the Azure cloud platform, with DMU achieving the most successful certifications.

A research-led environment, the School of Engineering and Sustainable Development equips students with the skills and specialist knowledge to solve real-world problems. Engineers from the DMU Flyers society made up one of just 34 student teams worldwide to qualify for the UAS Challenge hosted by the Institution of Mechanical Engineers.



# A NEW CHANCELLOR

## AKRAM KHAN MBE

**Dancer, choreographer and director Akram Khan is a hugely respected and multi-award-winning figure in his field, and now Chancellor of DMU.**

Having studied Contemporary Dance with us before going on to the Northern School of Contemporary Dance, after early work on stage, he co-founded Akram Khan Company in 2000. Noted for its use of collaboration, ensemble production, and for its fusion of classical and contemporary movement, Akram Khan Company is recognised as one of the world's most innovative creative outfits. A memorably high-profile performance came at the opening ceremony of the London Olympics in 2012.

Akram was appointed MBE for service to dance in 2005, a year after receiving an honorary doctorate from DMU for services to the arts. He has remained a recurrent presence at our university, teaching and encouraging students through talks and workshops, and by offering placements with his London-based company. Akram cites his time at DMU as the foundation on which he built his career, and credits the university for empowering him to become curious, creative and to ask questions – a spirit he said he wants his own tenure as Chancellor to embody.

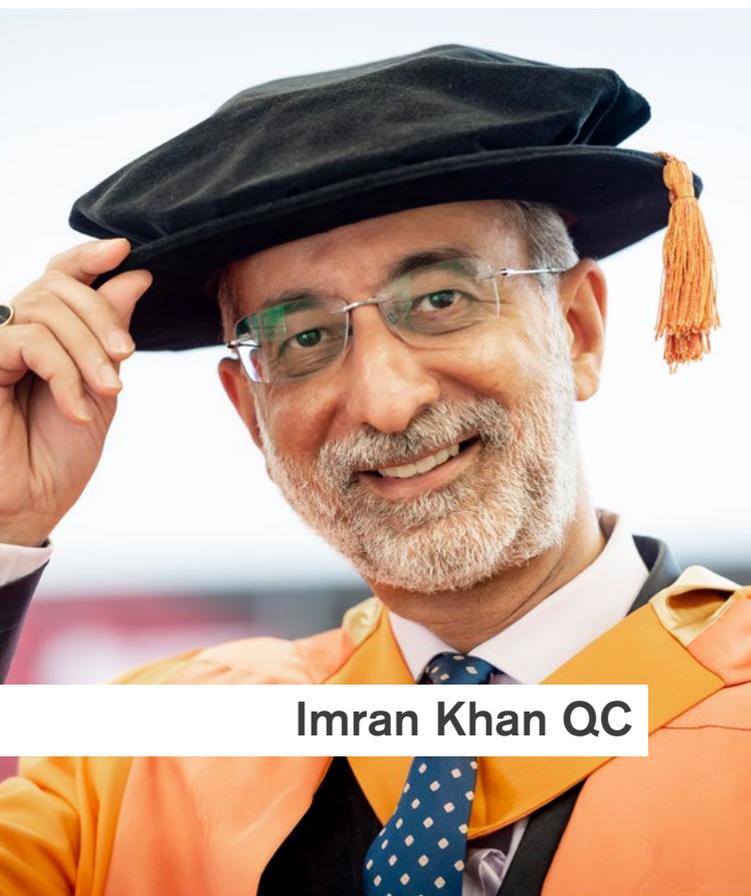


# OUR RECENT HONORANDS

DMU is proud to recognise with honorary degrees the achievements of those linked in some way with the university, those who have made an impact in their chosen fields, those who share our beliefs, values and commitment, who can therefore be role models for our students. The following are the distinguished honorands whose achievements DMU celebrated at our most recent graduation ceremonies.

## **Professor Xiaofu Zhang** Honorary Doctor of Music

Xiaofu Zhang is a pioneer in the field of electroacoustic music in China, and a respected composer for concert and film.



**Imran Khan QC**



**Sophia Webster**

## **Adrian Lester, CBE** Honorary Doctor of Arts

Adrian Lester is an award-winning English actor, director and writer. He was appointed OBE in 2013 and CBE in 2020 for services to drama.

## **Imran Khan QC** Honorary Doctor of Laws

Imran Khan is a lawyer dedicated to tackling issues around racism, human rights, criminal justice, immigration and asylum, and anti-terrorism legislation.

## **Iqbal Khan** Honorary Doctor of Arts

Iqbal Khan began his theatrical career directing at the Leicester Haymarket Theatre, later becoming a leading and innovative director of Shakespeare.

## **Kemal Pervanić** Honorary Doctor of Letters

Kemal Pervanić is a human rights activist and author – he was a refugee from Bosnia and Herzegovina, surviving concentration camp detention.

## **Sophia Webster** Honorary Doctor of Design

Sophia Webster is a British shoe and accessory designer whose eponymous label is renowned worldwide for its femininity, wit and sophistication.

# **JOB DESCRIPTION:**

## **DIRECTOR OF ESTATES AND FACILITIES**

GRADE: SENIOR FULL TIME PERMANENT

	<b>Duties of the role</b>
<b>Overall purpose of the role</b>	<ul style="list-style-type: none"> <li>Provide strategic leadership and direction to the university's Estates and Facilities Directorate. To manage all aspects of Estates and Facilities and to embed a commercial mindset in service delivery. The post holder will be responsible for the development and delivery of the Estates and Facilities' vision, strategy and plan in support of The Empowering University strategy.</li> <li>The Director of Estates and Facilities is a key member of the university's senior management team and will work with Pro Vice-Chancellors, Deans and Directors to lead the development of a high quality Estates and Facilities Directorate which meets the strategic, tactical and operational needs of the university and supports business transformation. They will report to the Chief Finance and Resources Officer.</li> </ul>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>Responsible for the development and delivery of the Estates and Facilities' strategy and implementation plan that captures an inspiring vision of the physical learning environment for our students and staff.</li> <li>Ensure that Estates and Facilities meets its corporate, financial and contractual objectives and satisfactory arrangements are in place for the governance and viability of all services within the remit of the role.</li> <li>Develop and maintain a resilient and reliable estate infrastructure that supports all areas of university activity, enables business transformation and optimises commercial opportunities. Ensure that this infrastructure is maintained to a high level and meets agreed performance targets and statutory/regulatory standards.</li> <li>Take overall responsibility for Estates and Facilities-related procurement and supplier management to ensure that the institution drives best value and continuing improvement from its contractual terms.</li> <li>Ensure that Estates and Facilities revenue and capital budgets are managed efficiently and in line with corporate priorities and budgetary constraints.</li> <li>Oversee the development and delivery of Estates-led commercial opportunities to ensure that the infrastructure and service delivery offers value for money.</li> <li>Build a strong and effective directorate and provide leadership that supports the university's values, motivates and engages staff, promotes performance improvement and enables Estates and Facilities to deliver excellence.</li> <li>Ensure effective people management at individual, team and directorate level, and ensure that all teams have measurable operational plans that monitor performance and meet customer requirements with stated service levels.</li> <li>Ensure that customer services provided to university staff and students are delivered efficiently and provided to a high standard, with a focus on performance monitoring and continuous improvement, supported by service level agreements where appropriate.</li> <li>Undertake capacity and resource planning to ensure effective project delivery. Develop and maintain strategic supplier relationships.</li> <li>Maintain a strong health and safety culture across the directorate in compliance with corporate policy.</li> <li>Have overall responsibility for ensuring business continuity and disaster recovery plans for all Estate systems and services are maintained.</li> <li>Develop and maintain productive working relationships, raising the profile of the Estates and Facilities directorate and ensuring clear, effective communication with internal and external stakeholders.</li> <li>Maintain awareness of Estates and Facilities within the marketplace and provide advice to the University Leadership Board on how to take advantage of opportunities to support the development of initiatives that deliver corporate and commercial objectives.</li> <li>Perform any other duties commensurate with the job grade as reasonably required from time to time.</li> <li>Take responsibility for ensuring that the university's strategic equality plans are in place and provide regular reports on progress.</li> </ul>

# **JOB DESCRIPTION:**

## **DIRECTOR OF ESTATES AND FACILITIES**

GRADE: SENIOR FULL TIME PERMANENT

	<b>Duties of the role</b>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Managing the day to day running of the operation of the faculty as required to ensure professional delivery, including: leading and coordinating core academic processes recruitment, marketing and admissions; fees, scholarships and bursaries; events and activities.</li> <li>▪ Working with the PVC/Dean and Director of Operations to oversee the faculty's international activities and relationships, contributing to the faculty's international strategy to undertake overseas travel as required by the PVC/Dean, and ensuring adherence to Home Office regulations.</li> <li>▪ Line managing as relevant to specific portfolio and as agreed by PVC/Dean.</li> <li>▪ Deputising for the PVC/Dean internally and externally as appropriate, including offering independent reciprocal support to the other faculties as required.</li> <li>▪ Ensuring the promotion of and adherence to health and safety practices and regulations in all faculty activities.</li> <li>▪ Treating all DMU staff, students, contractors and visitors with dignity and respect. Providing a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations, with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.</li> <li>▪ All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how DMU's environmental policy relates to their own role at the university. Staff conduct must reflect the values inherent in the environmental policy and, where required, staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.</li> <li>▪ Performing any other duties commensurate with the job grade as reasonably required from time to time.</li> <li>▪ Lead the DMU Sport team with responsibility for the provision and development of sports participation and facilities for students.</li> </ul>

# PERSON SPECIFICATION:

## DIRECTOR OF ESTATES AND FACILITIES

GRADE: SENIOR FULL TIME PERMANENT

Area of responsibility	Requirements	Essential or Desirable	*Method of assessment
Qualifications	Educated to degree level with a chartered professional qualification or equivalent experience	Essential	A, D
	Postgraduate or professional qualification	Desirable	A, D
Strategy	Substantial experience of leading and implementing strategic change within a large and complex organisation, including the development and implementation of strategy and policy	Essential	A, I
	Experience of delivering complex and challenging objectives with competing demands at both detail and overview level	Essential	A, I
	Experience of identifying, developing and delivering commercial opportunities to support wider business performance	Essential	A, I
	A track record of achievement across a significant diversity of projects and initiatives, demonstrating excellent project management skills and successful delivery for the built environment	Essential	A, I
Leadership and Management	Proven experience of leading and managing teams and operations in a large and complex organisation to deliver high performance	Essential	A, I
	Strong leadership and management skills ensuring optimal levels of performance and accountability	Essential	A, I
	Previous public sector or higher education experience	Desirable	A, I
	Managing large complex budgets and procurement, tender evaluations and contract negotiations	Essential	A, I
	Experience of leading and delivering within a unionised environment	Desirable	A, I
Operational Management	Experience of working with a wide range of stakeholders and gaining support to implement and deliver new projects, with a track record in achieving a high level of compliance with stringent standards and procedural requirements	Essential	A, I
	Ability to influence and persuade at all levels while displaying sensitivity and diplomacy	Essential	A, I
	Demonstrable capability to build effective networks, partnerships and working relationships with both academic and professional service colleagues and external contacts	Essential	A, I
	Excellent communication skills	Essential	A, I
	Ability to promote a positive health and safety culture and improve health and safety performance	Essential	A, I
Performance Improvement	Wide range of legislative understanding including property, facilities etc	Essential	A, I
	Qualitative and quantitative analysis skills	Essential	A, I
	IT literate with competency in MSOffice packages: Excel, Word, PowerPoint, etc	Essential	A, I
	Commitment to high quality customer service	Essential	A, I

# PERSON SPECIFICATION:

## DIRECTOR OF ESTATES AND FACILITIES

GRADE: SENIOR FULL TIME PERMANENT

Area of responsibility	Requirements	Essential or Desirable	*Method of assessment
Additional Requirements	Willingness to travel	Essential	A, I
	Flexible and co-operative approach to working patterns	Essential	A, I
Budgetary Control	Experience of managing budgets of £100m-plus within large major property and commercial services projects	Essential	A, I
Equality and Diversity	A demonstrable track record of enhancing equality and diversity within the workplace	Essential	A, I
	Able to demonstrate an inclusive approach to working with staff and students	Essential	A, I

# REWARDS AND BENEFITS

At DMU, we are committed to creating an environment where our employees enjoy working. We strive to reward and recognise your contributions but also know that you have life beyond work. DMU offers a comprehensive set of rewards, benefits and services staff can take advantage of.

## Generous annual leave entitlement

Senior staff receive 35 days annual leave. In addition to your annual leave entitlement you'll also receive statutory bank holidays and extra concessionary days (approximately 13 days each year).

## Work-life balance working options

We offer a range of options to ensure that you benefit from a healthy work-life balance. We are sector-leading in our high-trust model approach to hybrid working.

Depending on your role and responsibilities, you have the opportunity to apply for options such as flexible hours (for example, staggered working hours and nine-day fortnights), parental leave, study leave and sabbaticals.

## Wellbeing

We are committed to continually improving our staff health and wellbeing services so you are empowered to be at your very best at work and beyond.

Our Employee Assistance Programme supports staff who could benefit from information or counselling for practical, emotional, financial or health-related challenges. As well as support for a life crisis, it includes advice and guidance for life events such as getting married or moving house, and everyday concerns such as childcare. The free and confidential service is available 24 hours a day, seven days a week.

## Our location

DMU's beautifully landscaped campus is based in the heart of Leicester, giving you easy access to all the shops and facilities of a cosmopolitan city. In contrast to the city centre, the River Soar, which runs alongside campus, and nearby Castle Park offer peaceful and picturesque places you can retreat to.

Our campus offers many places to eat, drink and meet, as well as a range of facilities such as shower rooms and rail ticket machines. We're also within walking distance of a number of convenient public transport links, the Highcross shopping centre and historic Leicester Market. Our faculties also organise a number of shows and presentations throughout the academic year which staff can to enjoy.

## Other benefits:

- Pension scheme - join a pension scheme to help you plan for the future
- Health cash plan - spread the cost of healthcare and claim back money for medical expenses experienced by you or your dependent children
- Annual leave purchase - buy additional days of annual leave through manageable salary deductions
- Cycle to work - make healthier choices and reduce your carbon footprint, plus benefit from tax and national insurance savings on the cost of a new bike and safety accessories
- Lifestyle savings – access a lifestyle and travel discounts website
- Childcare vouchers – make savings on your yearly childcare costs
- Gym membership – join the QEII Leisure Centre at a discounted price and access a range of facilities, including a 25-metre swimming pool and a climbing wall
- Library membership – access the DMU libraries
- Private healthcare – certain roles at DMU enable you to join the Universities and Colleges Personal Healthcare Scheme at your own expense.

Full details about our rewards and benefits are available [here](#).

# HOW TO APPLY

To apply, please submit the following documentation to the Talent Acquisition Team by emailing [talent@dmu.ac.uk](mailto:talent@dmu.ac.uk)

- A CV setting out your career history including key responsibilities and achievements, and details of two referees
- A supporting statement explaining how you consider your skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the role details set out in the candidate pack
- Use 'Application for Director of Estates and Facilities' in the subject field of the correspondence.

For any informal enquiries, please contact the Talent Acquisition Advisor Emma Inch by emailing [emma.inch@dmu.ac.uk](mailto:emma.inch@dmu.ac.uk). To have an informal discussion, please contact the hiring manager Pete Cross by emailing [peter.cross@dmu.ac.uk](mailto:peter.cross@dmu.ac.uk).

## GDPR personal data notice

All applicants are requested to submit a completed version of an Equal Opportunities Monitoring form with their application. The information provided will be handled in the strictest confidence and will only be used for statistical monitoring purposes.

For more information about the use of personal information provided by candidates to the university, please visit our [website](#).



HR EXCELLENCE IN RESEARCH

