Solihull College & University Centre | Stratford-upon-Avon College



Candidate brief for the position of

Director of Estates & Campus Transformation

FEA EXECUTIVE SEARCH

Welcome

Dear Candidate,

Thank you for your interest in the role of Director of Estates and Campus Transformation at Solihull College & University Centre. As a key member of our senior leadership team, you will shape the future of our campuses through capital investment, service transformation and team development, making a lasting difference to those who study, work and visit here and supporting our ambition to be exceptional.

Building on the work already started by our current Director of Estates, you will lead the development of an ambitious programme of capital investment. You will help create future-ready infrastructure and learning environments that meet changing curriculum needs, support growth and promote accessibility and wellbeing. Alongside this investment, you will continue our work to transform facilities services, improving the everyday experience across our three campuses.

Reporting to the Deputy Principal & CFO, you will work closely with senior colleagues, curriculum teams and external partners, combining strategic leadership with practical project delivery, service quality and value for money. Your remit will bring together estates, facilities, health and safety, security, sustainability and capital development, ensuring our campuses are safe, welcoming, fit for purpose and financially sustainable. Working with digital colleagues, you will use automation and intelligent systems to improve efficiency and enhance user experience.

Solihull College & University Centre serves around 14,000 students and 970 staff with a strong regional and national profile and a clear commitment to inclusion, collaboration and continuous improvement. Our ambition, set out in our new strategic plan, is to move into the next phase of our journey – to be exceptional.



We are seeking a strategic, approachable leader who understands that campus transformation is about both our physical environment and the people who make it work. You will develop and support high-performing teams, giving colleagues clear direction, building their confidence and capability and fostering accountability and pride in the service they provide. You will bring sound judgement, a collaborative approach and the drive to make a lasting difference to our College community.

Alongside this strategic agenda, you will provide confident day-to-day operational leadership to our estates and facilities teams, ensuring that core services are well managed, responsive and continuously improving. You will bring oversight and grip to the operational essentials, from maintenance, compliance, health and safety, security and campus services through to contract management and business continuity, helping to build a service that is trusted, proactive and aligned to the needs of our students, staff and curriculum.

As a member of our senior leadership team, you will contribute actively to the wider life and direction of the College, working collaboratively with colleagues to deliver our strategic ambitions and secure the best possible experience for students. Beyond your professional leadership of estates and campus services, you will bring a whole-College perspective, building strong relationships across curriculum and support teams, contributing to shared decision-making and helping to ensure that our resources, environment and services support excellent outcomes, inclusion and opportunity for all.

Before applying, please arrange a confidential discussion with FE Associates' lead consultant by emailing Amanda.Hart@fea.co.uk.

I look forward to receiving your application for this important and influential role.

Yours sincerely,

Heather Hunt
Deputy Principal & CFO



Job Description

Title: **Director of Estates & Campus Transformation**

Reports to: **Deputy Principal & CFO**

Area: **Estates**

Location: **Based at Bloomsfield Campus with travel required to both Woodlands and Stratford Campuses.**

DBS: **Enhanced DBS check with children's barred list check**

Salary: **Competitive - based on experience and current renumeration**

Purpose

To provide strategic and operational leadership for the College's estates, facilities, health and safety, security, compliance, sustainability and capital development functions. The Director of Estates will ensure that the College's estate is safe, compliant, financially sustainable, fit for purpose, responsive to curriculum and student needs and aligned to the College's strategic plan and ambitions.



Principal Duties

- To be a proactive member of the College's senior leadership team.
- Provide strategic leadership and direction of the College Estates Department. To lead on all aspects of Estates and Facilities and embed a student satisfaction and compliance mindset.
- Lead the development, review and implementation of the College's Estates and Property Strategy in line with curriculum needs, student growth, employer engagement, sustainability objectives and the College Strategic Plan.
- Provide expert professional advice to the Executive Team, Senior Management Teams and the Governing Body in all matters relating to the estate performance, statutory compliance, health and safety, capital investment, sustainability, security and risk.
- Play a leading role in strategic estates planning, including campus utilisation, asset management, space planning, condition improvement, backlog maintenance reduction and investment prioritisation.
- Build and maintain effective relationships with internal and external stakeholders, promoting the strategic value of estates and ensuring clear, responsive and professional communication.
- Lead the appointment and management of external consultants, contractors and professional advisers, ensuring high-quality, compliant and cost-effective services and robust contract performance.
- Hold overall responsibility for the procurement, mobilisation, monitoring and performance management of estates and facilities contracts, including maintenance, cleaning, catering, waste, utilities, security and related services, ensuring agreed KPIs, SLAs, quality standards and value-for-money expectations are achieved.
- Develop and then maintain a planned maintenance 5-year programme to ensure a fit for purpose estate that supports all areas of College activity.
- Lead the preparation and management of revenue and capital budgets for estates and facilities, ensuring effective financial control, affordability, value for money, lifecycle planning and delivery within approved budgets.
- Lead on the development of an effective procurement strategy for estates ensuring that procurement activity is undertaken in accordance with financial regulations, procurement legislation and College procedures, securing best value, appropriate risk management and social value where relevant.
- Lead on the estate's aspects of the College's Sustainability Strategy and ensure the College adopts an appropriate environmentally friendly energy and waste management strategy.



- To be a member of and actively contribute to the work of the Sustainability Steering Group.
- Lead and oversee capital projects, refurbishments and major works from inception to completion, ensuring robust governance, stakeholder engagement, budgetary control, programme delivery and compliance with CDM and all other statutory requirements.
- Ensure that the College operates an effective security policy and maintains effective arrangements for site security, access control, emergency preparedness, business continuity and resilience, so that students, staff, visitors and contractors are safe and secure, and that the College complies with relevant counter-terrorism legislation and associated Protect guidance.
- Line manage the Health and Safety Manager and lead and champion a proactive health and safety culture across the College, ensuring robust systems, assurance processes, training, audit and statutory compliance in relation to estates, facilities and the wider College environment.
- Lead, develop and motivate the estates and facilities team, embedding high performance, accountability, professional development, succession planning and a strong commitment to service excellence.
- Undertake all line management responsibilities effectively, including recruitment, performance management, wellbeing support, absence management, organisational change and team development.
- Maintain an up-to-date understanding of sector developments, legislation, professional standards, emerging risks and market conditions affecting estates, facilities, compliance and capital investment, advising the College accordingly.
- Ensure that robust business continuity, disaster recovery and incident response arrangements are in place for estates and facilities services, including effective out-of-hours escalation and emergency response arrangements.
- Attend work outside normal hours where required in connection with emergency incidents, major works, business continuity events or other operational matters.
- Actively support the College's Ready, Respect, Safe commitment.
- Adhere to policies, procedures and values of Solihull College & University Centre.
- Undertake all mandatory training in a timely manner as required, e.g. Safeguarding, Prevent.
- Actively promote equality, diversity & inclusion and to champion anti-racist practice.
- Support the College to become a Sustainable Net Zero organisation by 2030 and support the delivery of its Sustainability Strategy.
- Undertake necessary health and safety responsibilities, duties and training as required by this post.
- Undertake any necessary Data Protection responsibilities, duties and training as required by the post.
- Such other duties as required which are broadly consistent with the general functions and grading of this position.

EQUAL OPPORTUNITIES:
Solihull College & University Centre is committed to a comprehensive policy of Equal Opportunities. All employees are required to abide by this policy and ensure its compliance throughout the College.

SAFEGUARDING:
Solihull College & University Centre is committed to ensuring a safe environment for all students and expects all staff to engage fully with this commitment.

Please note we operate no smoking and vape free campuses including College grounds.









Person Specification

Education / Training

Essential

- Degree qualified or educated to equivalent professional level.
- Relevant recognised professional qualification in estates building surveying, quantity surveying, facilities management, engineering, construction or a related discipline.
- Recognised health and safety qualification.
- Evidence on continuing professional development.

Desirable

- Management or leadership qualification.
- Chartered status or equivalent professional recognition.

Experience

Essential

- Significant senior leadership experience in estates, facilities or property management within a complex multi-site organisation.
- Experience of leading multidisciplinary teams and outsourced service providers.
- Experience of strategic estates planning, asset management and planned preventative maintenance.
- Experience of managing substantial revenue and capital budgets.
- Experience of procurement, contracts and supplier performance management.
- Strong working knowledge of health and safety legislation, statutory compliance and estates related risk management.
- Experience of leading capital projects and major works in occupied and live environments.
- Knowledge of planning, building compliance and relevant regulatory framework.

Desirable

- Experience within the Further Education sector.
- Proven experience of securing and delivering externally funded capital projects.
- Proven experience of sustainability or Net Zero initiatives.
- Experience of estates data compliance systems and performance reporting.



Skills / Aptitudes

Essential

- Strong strategic leadership and people management skills with the ability to inspire, motivate and develop high performing teams.
- Excellent communication, influencing and interpersonal skills.
- Strong analytical planning and problem-solving capability.
- Ability to develop policy, strategy, business cases and clear action plans.
- Effective negotiation, contract management and stakeholder management skills.
- Strong digital and data literacy, including the ability to use estates, compliance and performance information to drive decision-making.
- Ability to write and present high-quality reports and recommendations to a range of audiences, including governors and senior leaders.
- An awareness of / strong understanding of sustainability, climate change and environmental management in an education context.

Desirable

- Awareness of space utilisation, campus optimisation and modern workplace or learning environment design.

Other Requirements

Essential

- Commitment to the College's values and to meeting the standards and expectations for senior leaders.
- Commitment to equality, diversity and inclusion, safeguarding and the promotion of learner welfare, including awareness of the Government Prevent strategy.
- Ability to work flexibly and attend outside normal working hours where required in response to emergencies, projects or business needs.
- Ability to work with discretion, maintain confidentiality and exercise sound judgement in a senior leadership role.
- A proactive, resilient and solution-focused approach, with the ability to build effective relationships with a wide range of stakeholders.
- Willingness and ability to travel between sites.

Desirable

- Understanding of capital funding mechanisms and estates planning within the FE college sector.



How to Apply

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

1

Initial Discussion

Prior to submitting an application, interested parties should arrange an initial conversation with our FE Associates lead consultant, by emailing **Amanda.Hart@fea.co.uk**, to discuss the role before the closing date.

2

Recorded First-Stage Teams Interview

Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application.

3

Apply Online

Please visit **www.fea.co.uk/job/scuc-doe** and complete the registration form to access the online application form and the equality and diversity form. At Step 2: Submitting your application, click Apply now.

4

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the College for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the College.

5

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

Key Dates

Closing date for applications: 9am on Tuesday 24 November 2026

Interviews to take place on Wednesday 2 December 2026