

# BE EXTRAORDINARY



**HRUC**  
HARROW, RICHMOND & UXBRIDGE COLLEGES

**Director of Estates and Facilities**

**Candidate Information Pack**

October 2024  
[www.fea.co.uk/hruc-def/](http://www.fea.co.uk/hruc-def/)



# Welcome

Dear colleague,

## Director of Estates and Facilities

Many thanks for your interest in the role of Director of Estates and Facilities with Harrow, Richmond and Uxbridge Colleges (HRUC). HRUC is the newest college group in London, and one of the country's largest and most vibrant college groups with an annual income of around £70m. Our operations span the communities of West and Southwest London with our main campuses in Harrow, Richmond and Uxbridge. Our values, culture and ways of working are rooted in high performance and high expectations, and everything we do is firmly centred on the needs of our learners, communities and the businesses we serve. Boasting five 'Outstanding' and three 'Good' assessments in our last Ofsted inspection, we have our sights on realising our shared ambition of becoming an outstanding provider of education across the group.

Our 2030 strategic vision is to be the college group of choice. A college that celebrates equality and diversity in its learners and staff and is a thriving place to work. Most recently, in a pioneering development for the Further Education (FE) sector, HRUC have joined the Industrial Liaison Program (ILP) at the Massachusetts Institute of Technology (MIT), creating new opportunities for our learners by providing access to MIT's renowned researchers who are widely recognised to be among the best in the world.

In this senior role, the postholder will oversee the maintenance, development, and sustainability of our facilities, ensuring regulatory compliance, cost efficiency, and optimal functionality.



The ideal candidate will possess strong leadership skills, a proven track record in large-scale multiple site facilities management along with experience in project management, capital and planned maintenance. You will be a decisive strategic thinker who is able to see the long-term picture whilst being close to operational arrangements that ensure our environments are safe, functional and fit for purpose.

We have appointed FE Associates to support us with this appointment. Interested parties are advised to arrange an initial conversation with our lead consultant, by emailing [Suzanne.Thurlow@fea.co.uk](mailto:Suzanne.Thurlow@fea.co.uk), to discuss the role before the closing date.

Best regards

**Keith Smith**

**Chief Executive, HRUC**



# Job Description

Job title: Director of Estates and Facilities

Section: Corporate Services - SLT

Responsible for: Head of Facilities  
Oversee outsourced facilities contracts and lettings

Salary: Competitive

The postholder will be required to work flexibly across all campuses (Uxbridge, Harrow and Richmond), according to department needs.

## Purpose of the Role

- Lead the Estates and Facilities Department to ensure the presentation of a high-quality working environment for learners and staff and the availability of accommodation and related services commensurate with a first-class learning experience.
- Support the Chief Finance Officer and the Chief Executive in the development and implementation of the College's Estates Strategy to develop the College's campuses as necessary in order for the College to deliver its academic and financial ambitions. Including the design of refurbished or new buildings, and the facilities and services within them.
- Support the Chief Finance Officer with capital projects including applying and submission of capital grants, tracking of spend and receipt of grants.
- Optimise utilisation of buildings and their systems.
- Ensure the upkeep of buildings and grounds to high standards to provide a safe learning and teaching environment, which enhances learners' achievement and enjoyment and provides value for money.
- The effective delivery of in-house and contracted-out premises related services to a high standard across the College.
- The management of the cleaning contract, waste management, security, caretaking, space planning and space utilisation.
- Managing the overall quality, safety, and appearance of the facilities at the Uxbridge, Richmond and Harrow campuses and be the first point of contact for these matters.
- Lead on the implementation of an appropriate monitoring system and have responsibility for developing, promoting, and implementing sustainable working practices.

# Main Duties and Responsibilities

## Estates Management

Responsible for the production, regular updating and ongoing monitoring of:

- Service Level Agreements for cleaning, caretaking, help desk and security and waste management.
- Facilities Operating Procedures.
- Develop and implement strategies to secure the efficient and effective use of resources and maintain an up to date knowledge of current good practice in sustainable facilities management.
- Maintain data on room/building utilisation and lead the data collection process.
- Prepare schedules of required accommodation moves and changes and manage moves, including liaison with IT staff for e.g. IT equipment and telephone moves.
- Assist in the specifying and procurement of furniture and equipment.
- Maintain and update building and estate records including electronic records.

## Management

- Take a lead in promoting the College's ethos and values.
- Report to the senior leadership team (SLT) as required.
- Management of monitoring helpdesk software and systems, ensuring collation and ongoing updating of estates and facilities data.
- Ensure that all activities, including contracted services, are carried out in accordance with health and safety requirements and all current legislation and that safe systems operate at all times.
- Manage the day-to-day performance of outsourced contracts, including service level agreements and budgets.
- Manage the performance, leave, team working and all other staffing issues relating to direct reports. Ensure that staff have the appropriate training to carry out their duties.
- Manage the facilities related budgets as delegated by the CFO.



## Facilities and Premises

- Arrange for competitive tendering or other necessary quotations for all contract services, liaising with the CFO and People & OD function.
- Implement necessary building improvements or alterations, ensuring compliance with health and safety, insurance and other statutory obligations.
- Manage projects and exercise contract control and supervision and, where technical or specialist requirements necessitate, arrange for such services from an appropriate external source.
- Research, develop, promote and implement opportunities to introduce sustainable working practices throughout the College. Follow up on proposals from other stakeholder groups.
- Monitor College's sustainability performance.
- Ensure the security of all equipment, consumables, etc. relating to the department.
- Ensure the regular servicing of all equipment controlled by Estates and Facilities Department to allow correct and safe operation, and maintain records of such activity.
- Manage waste, ensuring recycling and/or re-use where possible and disposal and removal of waste from the College sites.



# General Responsibilities

- Undertake specific roles as prescribed by College policies and procedures.
- Act as a role model for all staff, students and external contacts by demonstrating the College's values and behaviours.
- Participate in appraisal and continuing professional development.
- Commit to the College safeguarding policy and promote a safe environment for children, young people and vulnerable adults learning within the College. This includes undertaking a Disclosure and Barring Service check.
- Be alert to any indication or allegation of abuse and take appropriate action under the College procedures for the protection of children and vulnerable adults.
- Promote equality of opportunity and diversity in all aspects of the role, including curriculum development where appropriate, and challenge inequality and discrimination.
- Be aware of your responsibilities under health and safety legislation and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- Ensure compliance with relevant legislation (e.g. Data Protection Act, Copyright) and all College policies.
- Act as On Call Manager in accordance with the published rota.
- Undertake other duties as may reasonably be expected within the scope and objectives of the post.



# Person Specification

## Experience and Abilities

### Essential

- Experience of managing security and cleaning services and teams of staff.
- Experience gained in an Estates/Facilities role at management level.
- Experience of research and preparation of specifications and tenders.
- Experience of management and scheduling of accommodation moves and changes.
- Experience in the management of a medium sized and/or multi-site estate.
- Experience of implementing sustainability policies and a commitment to continuous improvement in this area.
- Experience of budgetary control and adding value.
- A flexible approach to work and the ability to take initiative and work independently and as part of a team.
- Experience in maintaining a safe working environment in accordance with Health and Safety legislation and College policies.
- Methodical approach to work and attention to detail.
- Practical knowledge of health and safety, including DSE, Manual Handling and Workplace Regulations.
- Good customer care skills and a commitment to providing a quality service.
- Demonstrable problem-solving skills within budgetary constraints.
- Good oral and written communication skills.
- Proven organisational skills combined with the ability to work under pressure and to meet tight deadlines.





# Experience and Abilities cont'd

## Desirable

- Experience of implementing and managing CAFM and helpdesk software.
- Understanding of space management and accommodation utilisation.
- Competence in use of AutoCad software to create and modify drawings.

## Other

### Essential

- Willingness and ability to travel across all College campuses when required.

## Qualifications

### Desirable

- An appropriate Facilities related qualification BIFM Part 3 & 4 or HND equivalent in a related discipline.
- AutoCAD User qualification.



# Key Dates and the Recruitment Process

**Closing date: 9am on Monday 25 November 2024**

**Interviews to be held: Friday 13 December 2024**

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.



## Initial Discussion and Recorded First-Stage Teams Interviews

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Suzanne.Thurlow@fea.co.uk](mailto:Suzanne.Thurlow@fea.co.uk), to discuss the role before the closing date.

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. Please see the final page for full details on how to submit your application.

## 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.

## 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.



# Submitting your Application

Having obtained the full information from <https://www.fea.co.uk/hruc-def/>, discussed the role with Suzanne Thurlow and scheduled your first-stage interview via Teams, you should email your application to [recruitment@fea.co.uk](mailto:recruitment@fea.co.uk) in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. Please note, CVs will not be accepted in place of, or in addition to, the application form.

## Email Checklist

Please use the latest version of the application and ED forms found on the job page for this role and not older, out-of-date versions.

**These forms are not compatible with IOS/MAC (Pages).**

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

### 1. An Application Form with all sections completed including:

- An explanation of any gaps in employment in section 6.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included in section 9 and not as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role.
- 2 referees - include full postal and email addresses and contact numbers in section 10. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- Ensure you enter your name/e-signature and date in section 11.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – hruc-def - Application.

### 2. The Equality and Diversity Monitoring Form

- Please click inside each check box that applies to you.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – hruc-def - ED.