



ROLE PROFILE

Role Profile			
Job Title	Head of Estates		
Section	Estates	Department	Business Support
Reports to (Job Title)	Chief Services Officer		
Suitable for Job Share (Y/N)	N	If no, state reason	Requirement to provide a consistent service to customers
Location	Various	Shift Pattern	Office hours as per company terms and conditions

Job Purpose	<p>The Head of Estates is responsible for the delivery of a clean, safe and compliant estate for Delt and its Estate service customers. Leading the various Estates specific support team to ensure we “Help people do amazing things”.</p> <p>Working with our Estates customers lead on the creation of Estates Strategies, bring to bear industry knowledge to support the application of various grant and other funding opportunities as they present themselves to deliver best value to Delt and its customers.</p>
Key Competencies and Output	<p>Sets and implements Delts customers Estate’s strategy, by developing and defining requirements to meet a 5-year rolling capital investment programme.</p> <p>Identifies, quantifies and priorities improvement opportunities with the Estates team, service stakeholder and clients through effective use of industry knowledge and specialist support services.</p> <p>Develops department processes and procedures to embed a culture of innovation that reduces lead times and increases the department’s ability to operate at scale with existing resources.</p> <p>Collaborates with peers and teams across the company to influence the achievement of the outcomes/objectives from Delt’s customers Estate’s strategy.</p> <p>Manages and coaches the Estates team against the Delt values and behaviour framework, engaging fully in the performance management and personal development review process.</p> <p>Engages the business as a trusted advisor on Estates matters for major projects and change initiatives.</p> <p>Provides Estates advice and support to the Delt and Client’s Senior Leadership Team (SLT) and other stakeholders as required.</p> <p>Sets effective and clear objectives for the team to ensure a safe, clean and compliant Estates.</p>

	<p>The outputs listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed.</p>
<p>Person Specification Experience, Knowledge, Skills and Qualifications</p>	<p>Senior Leadership experience in a similar role, supporting a multi-site, multi customer environment, preferably in the Education sector.</p> <p>Exceptional communication skills, coupled with the ability to quickly make effective and meaningful relationships with Delt’s and customers senior stakeholders.</p> <p>Extensive experience in an Estates focused leadership role working with a range of customers and stakeholders.</p> <p>Demonstrable problem solving, decision making and diplomacy/influencing skills</p> <p>A proven record of delivery of performance targets in a related field.</p> <p>Detailed working knowledge of legislative compliance requirements including but not limited to Asbestos; Legionella; Electrical Safety; Gas Safety; Fire Risk Assessments etc. with emphasis on schools / the education sector.</p> <p>Significant experience of health & safety management, with relevant industry specific H&S qualifications enabling the service to be led in a compliant manner.</p> <p>Significant budget management experience, managing spend in the region of £1M.</p> <p>Demonstrable knowledge and understanding of Good Estates Management for Schools (GEMS)</p> <p>Proficient in the use of IT equipment, systems and software solutions.</p> <p>A valid UK driving licence with use of a vehicle as travel between sites on a frequent basis is an essential requirement of role/responsibilities.</p> <p>Enhanced DBS (as applicable to Client and Sector Safer Recruitment/Keeping Children Safe In Education legislative requirements)</p> <p>Demonstrates technical knowledge of general construction industry principles</p> <p>Excellent interpersonal skills</p>
<p>Corporate Standards</p>	<p>In accordance with Delt’s organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delt’s policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p>

	<p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p>
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In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).