



**Swansea
University**
**Prifysgol
Abertawe**

Director of Estates

Appointment Brief
July 2019

Swansea University

Swansea University is a research-led institution that thrives on exploration and discovery, and offers a compelling balance of excellent teaching and research, matched by an enviable quality of life. It has contributed to the transformation of Swansea as a city of distinction since 1920.

With more than 20,000 students, the University has enjoyed a period of tremendous growth, and we have achieved our ambition to be a top thirty research University, soaring up the 2014 Research Excellence Framework league table from 52nd in 2008 to 26th in the UK in 2014. Welsh University of the Year and Runner-Up UK University of the Year (Good University Guide 2019), Swansea University is now in the top 30 UK Universities.

We have also achieved a gold rating, the highest rating possible, in the national Teaching Excellence and Student Outcomes Framework (TEF), and are ranked top 10 in the UK for overall student satisfaction by the National Student Survey (NSS). Our graduates enjoy excellent opportunities after leaving, evidenced by our ranking in the top 10 in the UK (and number one ranking in Wales) for graduate prospects. The University was awarded the Good University Guide's Welsh University of the Year Award in 2017.



Swansea's multicultural dual-campus community provides a global perspective and opportunities to gain skills that last a lifetime. True to the vision of its industrial founders in 1920 Swansea University will:

- Provide an environment of research excellence, with research that is world-leading, globally collaborative and internationally recognised;
- Deliver an outstanding student experience, with research-led and practice-driven teaching of the highest quality that produces global graduates educated and equipped for distinguished personal and professional achievement;
- Use its research strength, collaboration with industry and global reach, to drive economic growth, foster prosperity, enrich the community and cultural life of Wales and, contribute to the health, leisure and wellbeing of its citizens.

Swansea University is committed to promoting gender equality, and has been a proud member of the Athena SWAN Charter since 2008. We are proud to hold a Silver Institutional Award - one of only 13 Universities in the UK, and the only non-Russell Group University to achieve this.



Campus Transformation

Swansea University is the home of the largest knowledge economy project in the UK, the Bay Campus, one of the top five major infrastructure investments in Europe. This brand new £450 million development on the eastern approach to the city, together with the transformation of our existing Singleton Park Campus, signals our intention to be one of the finest places to live, teach, research and collaborate in Europe.

Research Excellence

Swansea University was founded by industry in 1920 to deliver for industry, so we have long been known for our Science and Engineering research. Now we are among UK leaders for Arts and Humanities and Social Sciences.



We lead Wales in research areas critical to economic growth and population well-being including Environmental Sciences, Medicine and Social Work. In recognition of the university's importance to the Swansea Bay City Region, we and Swansea Council have pledged to work more closely to create more jobs, improve education and promote a culture of enterprise and innovation.

In REF 2014 the quality of Swansea's research was put on a par with or out-performed six Russell Group universities. We were also ranked 22nd for the impact of that research. To achieve this we had doubled our world-leading academic

researchers over the previous six years, something that has proved central to the stimulating and enriching teaching and student experience provided at Swansea. But it does not stop there.

Research and teaching capacity doubled when the Bay Campus opened in 2015. This year saw the opening of the £31m Computational Foundry, housing more than 150 computer science researchers. First Minister of Wales described the Foundry "as a beacon for pioneering collaborations with researchers and industry, attracting further research funding and establishing Wales as a world-leading centre for computer science and innovation".

Teaching Excellence

Swansea University is recognised for its excellence in both teaching and research. We are an ambitious institution providing an outstanding and balanced academic environment that enables students and staff to excel.

Commitment to diversity, combined with our ability to take students with low entry tariffs whilst achieving sector-leading graduate employability, demonstrates the value that is added by the University's rich student experience and teaching quality. This is evidenced by Swansea being in the UK top 5 for both graduate prospects and overall student satisfaction (Guardian University Guide 2020).

We are committed to working with students to enhance the student experience, creating an environment of openness and willingness to involve students for the benefit of all. Staff at Swansea are committed to professional development, continually providing innovative, inspirational and transformative learning, which is working at the leading edge of teaching activities. The University is one of the UK's leading HEIs for learning gain, with graduate employment at the heart of our provision. We are dedicated to engaging with a wide range of students and pride ourselves on inspiring and supporting all students to achieve positive outcomes that exceed sector norms.





Ambition

Swansea has become a UK top 30-ranked institution. As the university nears its centenary year in 2020, we have three further goals:

Becoming a global top 200 university

**Extend our
international reach**

**Continue our ambitious
expansion plans**

University Structure

The University is organised into seven academic Colleges. It is led by a Senior Management Team consisting of the following seven individuals:

Vice-Chancellor
Registrar & Chief Operating Officer
Pro-Vice Chancellor (Partnerships & Engagement)
Pro-Vice Chancellor (Education)
Pro-Vice Chancellor (Research & Enterprise)
Pro-Vice Chancellor (Planning & Resource)
Director of Finance

Professor Paul Boyle
Mr Andrew Rhodes
Professor Iwan Davies
Professor Martin Stringer
Professor Hilary Lappin-Scott
Professor Steve Wilks
To be appointed

The work of the University is supported by eleven Professional Service Directorates. Each Director reports to the Chief Operating Officer and is responsible for ensuring efficient and effective professional services across the range of the University's activities. These include:

Academic Services
Estates and Facilities Management
Finance
Legal and Governance Services
Human Resources
Information Services and Systems

Marketing, Recruitment, Internationalisation and Development
Planning and Strategic Projects Unit
Research, Engagement and Innovation Services
Student Services

The seven colleges are based across two campuses, the Bay Campus and the Singleton Park Campus, and each is led by a Head of College:

College of Arts and Humanities
College of Science
College of Engineering
College of Human and Health Sciences
Hillary Rodham Clinton School of Law
School of Management
Swansea University Medical School

Professor John Spurr
Professor Matt Jones
Professor Stephen Brown
Professor Ceri Phillips
Professor Elwen Evans QC
Professor Katrina Pritchard and Professor Mike Williams
Professor Keith Lloyd



The City of Swansea

Swansea is a coastal city that is both picturesque and cosmopolitan, offering an excellent quality of life. Wales' City by the Sea and birthplace of Dylan Thomas, it is a lively and vibrant maritime city and regional shopping centre with a population of 240,000 people.

Swansea University boasts strong ties with the city, as sponsors of Swansea City Football Club and having an academic base within the city Civic Centre. The 2014 – 2017 Vibrant and Viable Places Scheme, a joint venture between the Welsh Government and private investors, has brought a total of £10.2 million of investment into the city centre and resulted in regeneration of some of the city's key buildings. The project has generated hundreds of jobs as well as the redevelopment of 58,000 square feet of commercial space.

Only a stone's throw away, the Victorian resort of Mumbles offers a fantastic array of attractions, including a pier, traditional boutiques, craft shops and ice-cream parlours. The city has direct links to both London and Manchester and is a short train journey from the city of Cardiff.

Mumbles is known as the 'Gateway to Gower', designated as Britain's first 'Area of Outstanding Natural Beauty'. The Gower Peninsula extends West of Mumbles in a succession of stunning coastal and rural sceneries. To the East, the 'Waterfall Country' at Afan and the Vale of Neath is a haven for walkers and bikers alike.

THE ROLE

Director of Estates

Background Information

To deliver Swansea University's ambition of a sustainable top 30 position in the UK rankings, alongside its continuing growth, the institution requires a professional services workforce that can deliver excellence. The continual enhancement of a wide-range of student and staff facilities, and the ability to make optimal use of the available estate, are crucial to the University's success. The Director of E&FM will play a pivotal role in helping to shape the future of the University by leading the development of the University's physical environment in order to support its strategic plan.

An influential member of the University's Professional Services Management Team (PSMT), the Director of MRI will provide leadership, expert advice and guidance on all estates and facilities management matters across the University's operational services, as well as extensive input into strategic decisions regarding investment and the physical estate.

The Director of E&FM will work closely with, and reporting to, the Registrar & Chief Operating Officer, members of the Senior Management Team, and key external stakeholders to drive and champion the estates and facilities agenda in support of the University's strategic ambitions.



Main Purposes of the Post

- Provide strategic leadership to ensure the University's physical estate is fit-for-purpose, the quality of facilities is continually maintained and enhanced, and that the whole University community is able to make optimal use of the available space;
- Develop and lead a new estates strategy supported by clear planning and delivery targets;
- Lead, monitor and report on the implementation of major capital projects, ensuring they are delivered on time and on budget;
- Lead and build a customer-focussed culture across the directorate to ensure that students and staff have access to excellent facilities;
- Direct the human, financial and physical resources of E&FM function to ensure that they are effectively utilised;
- Contribute to the formulation of University wide strategic plans relating to learning, teaching, research and infrastructure development, ensuring that the contribution of the directorate supports and enhances the University's wider mission;
- Propose key developments to ensure continuous improvement of the quality of service provided by the E&FM function to the University;
- Build and maintain effective relationships with other Service Directors, Heads of College and senior academic staff to ensure that E&FM function remains responsive to the needs of all parts of the University;
- Participate in UK-wide networks as appropriate in order to retain a presence and to represent the University externally;
- To fully engage with the University's Performance Enabling and Welsh language policies;
- To promote equality and diversity in working practices and to maintain positive working relationships;
- To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture;
- Any other duties as directed by the Head of College / Department or their nominated representative expected within the grade definition;
- To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy.



Leadership Values

All Professional Services areas at Swansea University operate to a defined set of Core Values: Professional services values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. In addition you will operate to a defined set of Leadership Values:

We are Professional

We develop ourselves and our teams through continued professional development, and use feedback to improve. We create a culture that delivers successful outcomes through people, supporting, developing and challenging our teams to succeed. We involve our people in developing a vision for the future and in enabling innovation and change, improving University, team and individual performance.

We Work Together

We enable our teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of our customers. We are responsible for creating environments that demonstrate equality, foster trust, respect and challenge. We are accountable for providing clarity and direction, communicating the "big picture" and harnessing ideas and opportunities to achieve the University's vision.

We care

We create environments that identify, understand and give priority to delivering the needs of the University Community (our students, colleagues, external partners and the public). We motivate and inspire our teams to provide the highest standards of personalised care and in doing so uphold the Swansea University brand.



THE PERSON

Leadership

- Demonstrable evidence of creating a culture that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services and solutions;
- Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect and challenge;
- Demonstrable experience of creating environments that identify, understand and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of personalised care;
- Transformational leadership ability, with proven experience of successfully leading transformational change in an E&FM context;
- Capacity to foster a working environment that demonstrates a commitment to equality, trust, respect and constructive challenge.

EXPERIENCE

- Experience of strategic leadership at executive, or near-executive level;
- Experience of E&FM delivery in a complex environment;
- Experience of working with external partners to successfully deliver estates strategies, including significant infrastructure projects;
- Experience of leading a diverse range of services across a heavily used estate.

KNOWLEDGE AND SKILLS

- Excellent interpersonal skills with the ability to communicate complex information to a variety of audiences;
- Good technical knowledge and understanding to enable effective leadership;
- Professional credibility, strength of character, and the ability to influence others within the University and externally;
- Demonstrable commitment to innovation and a passion for E&FM;
- Demonstrable ability to plan and implement change.



Terms of Appointment

Salary	Competitive
Hours of Work	Full time, 35 hours per week
Contract	Permanent
Location	The role of Director of Estates is based on our Singleton Campus, with travel to our Bay Campus as required

How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to **the University of Swansea**

Candidates should apply for this role through our website at **www.saxbam.com/appointments**, using code **WASYJ**.

Click on the **'apply'** button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on **Friday 23 August 2019**.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.