

JOB DESCRIPTION

Job Title: Director of Works

Department: Works

Reports to: Junior Bursar

Purpose of role: The Trinity College site, contains a substantial and intensively used group of buildings of considerable architectural distinction constructed over a period spanning some 600 years. The buildings house the living accommodation of students and fellows, together with dining, recreational, studying and support facilities. The Director of Works will lead and manage the College Works Department to deliver an excellent, efficient, customer focussed planned and reactive maintenance service to meet the needs of the College.

Responsibilities:

Leadership of the Works department

- Work with the Junior Bursar and the Buildings Committee to develop and implement a plan to maintain, refurbish and improve the College's estate for the long term.
- To lead the senior team within the Works department, comprising Hard Services Manager, Soft Services Manager, Capital Projects Manager and Climate Change Delivery Manager.
- Ensure the delivery of annual objectives for the Works department within the approved budget.
- Ensure compliance with all relevant legislation and regulations and maintain the highest standards of ethics and integrity.
- Ensure compliance with all Health and Safety legislation and regulations so that Fellows, students and staff can live and work in a safe environment.

Ensure the delivery of the following delegated responsibilities:

1. Hard Services

- Day to day management of a team of supervisors and operatives, ensuring reactive works are dealt with efficiently whilst implementing a planned works management system.
- Directly managing minor projects, capturing brief and drawing up specifications for end users, programming and delivering projects to handover utilising our full in-house team as well as contracted resources as required.
- Particular focus on our building assets, identifying and reporting on building fabric condition and work required to maintain our historic estate in a planned proactive fashion.
- Carrying out minor projects as identified and agreed.
- To complete an on-going survey and inspection regime ensuring work is planned as required in a proactive and timely fashion.

- Implement and maintain a wide-reaching planned works system ensuring the College is maintained in a statutorily compliant position.
- Safety is paramount, the post holder will ensure everybody involved in maintaining our estate is working in a safe manner considering Health and Safety requirements, ensuring risk assessment and method statement requirements are applied at all times.
- With regard to asbestos, water quality or fire safety, will identify and isolate the risk, rectify the problem and make the area safe again.

2. Soft Services

- Provide line management support to supervisors and staff to nurture, coach and develop team members to help them to achieve set objectives and promote a productive and rewarding environment to work.
- To improve and maintain the décor and environment of internal spaces for all occupants of College. Liaise with departments to agree, plan and facilitate occupants moves and events requiring support from Works.
- Forecast and agree relevant annual budgets to deliver a planned refurbishment program, in response to condition report results, damage reports and a minor refurbishment program, to maintain good standards for occupants to live and work in throughout the academic year.
- Manage contractors and staff, ensuring safe working practices and high standards of work are achieved, through issuing permits, complying with CDM regulations and contractual obligations (or part of, as part of an overlap with the Hard Services Manager) and observation of works undertaken. Set out and agree scope and costs for contracts. Ensure the College remains compliant in relation to building and fire regulations, as part of any works undertaken by the Soft Services Team.
- Plan, organise and capture records for relevant site compliance.
- Organising annual and periodic training of staff to ensure are up to date with legislation, regulations, and best practices.
- Provide overnight management support for the reactive maintenance during May Ball.

3. Capital projects

- Develop project specifications for all medium and major Capital projects in conjunction with internal and external contractors, to ensure that the work, quality standards, timescales and costs are clearly identified, environmental considerations are at the forefront of the work and the expectations of all stakeholders are clearly defined.
- Manage and oversee the delivery of medium and large-scale capital projects through the College governance system, in accordance with the agreed specification and in compliance with health and safety best practice, relevant legislation, regulations and standards.
- Plan and manage project timelines, ensuring that all deliverables are met and that projects are delivered on time and on budget
- Manage project budgets, ensuring that all costs are accurately recorded and controlled ensuring that projects are delivered on time and within budget.

- Develop and maintain strong relationships with key stakeholders, including Fellows, staff, students, project teams, contractors, external consultants, planning bodies, other Colleges and other partners, ensuring that all stakeholders are engaged in the project, managed and updated on progress.
- Manage the selection and appointment of contractors, ensuring that they are qualified, competent, and able to deliver the required works to the required standard, and then manage internal and external contractors engaged on Capital projects to ensure that they meet the agreed project specification in terms of cost, time and quality.
- Maintain good project records, ensuring that they are accessible, well maintained and stored for easy retrieval. Provide regular progress reports to senior management, project teams, and stakeholders, highlighting any risks or issues that may impact project delivery.
- Develop standardised project management governance and methodology for medium and major Capital projects to ensure that they are managed effectively through all stages and delivered on time, within budget and to the agreed specification.

4. Climate Change

- Using up to date knowledge of emerging technologies, undertake detailed analysis of options, provide professional advice and present both policy and operational initiatives to meet the challenge of degasifying the operational (internal) estate.
- To lead and manage the projects and programmes required to deliver the degasification target, including the installation of new heating systems, double glazing, thermal insulation and other works as required. To include production of tendering documents, planning permissions, key performance targets, risks and issues, problem solving and business continuity, such as the provision of alternative services while work is ongoing, making sure that lessons learned are fed into subsequent stages, Ensure that the projects have the appropriate authorisations to proceed, College Committees are managed appropriately and that all projects are delivered on time, within budget and to the high quality standard required.
- To review the resources required to deliver degasification quickly, pursuing business cases, developing requests for additional staff, consultancy or contractor input as required and securing support for the resources across the College Community. Managing and reporting on budgets (estimated to be between £30 and £50 million)
- To work in partnership with other Colleges and partners where it delivers better results to do so without impacting on our time-constrained delivery, or where it provides opportunities for others to learn from the work being done at Trinity.
- To act as intelligent customer in the procurement and management of contractors delivering the sustainability work, ensuring that the College receives good advice, value for money and good quality outcomes.
- To act as change champion for sustainability, initially focussing on the degasification of the estate. To develop and deliver a communications plan to galvanise support for the work and

ensuring that the community is engaged to better understand the importance of climate change, managing expectations where necessary and responding to issues arising.

PERSON SPECIFICATION

Experience and knowledge

Essential

- Significant, senior general management experience
- Senior leadership experience of large-scale programmes and teams
- Proven track record in leading and managing a team to deliver against objectives
- Experience of leading and managing change effectively
- Experience of managing substantial financial budgets and costs
- Experience of contract management and engaging third parties on complex, multi-year programmes
- Management Qualification

Desirable

- Experience of Estates Management (highly desirable)
- HNC/HND/Degree in an engineering or building discipline
- Chartered member of a relevant buildings trade
- Recognised Project Management Qualification (e.g. Prince 2)
- Health and safety qualification

Skills and personal attributes

Essential

- Leadership skills with the ability to lead and motivate others to embrace change
- Gravitas and the personality to contribute as a member of a Heads of department Committee
- A customer focus
- Ability to multi-task, plan for the long-term, as well as deal with short-notice demands
- Communication skills, highly articulate verbally and in writing
- Strong interpersonal, influencing and negotiating skills and experience
- Sound decision making and judgement under pressure
- Excellent presentation and reporting skills
- Meticulous planning and organisation skills
- Financial management skills
- Ability to solve complex problems

EMPLOYMENT DETAILS

Rate of Pay:	Competitive salary.
Hours:	39 hours per week. 8.00am – 5.00pm Monday to Thursday, 8.00am – 4.00pm on Friday.
Holiday:	25 working days plus 8 public holidays.
Probationary Period:	9 months.
Meals:	Free lunch is provided for staff whose duties cover this period.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides health care currently through membership of Aviva. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Cycle to Work Scheme:	There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £6,000.
Childcare:	Access to a workplace nursery, subject to places being available.