



**Harper Adams
University**

Director of Estates and Facilities

Job Description & Person Specification



Harper Adams is a friendly, talented community of more than 600 employees, working to ensure that everyone on the planet has access to food, and that this is achieved sustainably. Our work contributes to planetary health, animal health and wellbeing, and ultimately how this contributes to human health. We are passionate about what we do and are committed to making a difference.

Harper Adams is a young university, energetic and purposeful – one that says not just ‘can do’ but ‘will do’ – ambitious and forward-looking. We are an optimistic, pragmatic and collaborative community, facing challenges with confidence, ready to grasp new opportunities. We aim by 2030 to combine being regarded as the UK’s leading specialist institution with being an internationally recognised university for food production animal health and wellbeing and their contribution to sustainable living environments for our planet’s inhabitants.

Our Vice-Chancellor, Professor Ken Sloan, has recently led a revision of our Strategy to take us up to 2030: this sets out how we can achieve this ambition by focusing on goals of inclusion, community, being globally connected, influence and sustainability. It charts a path that offers both opportunities and challenges – a pioneering journey that involves our whole Harper Adams’ community, one to which everyone working to make a difference belongs. You can read more about our strategy on our website: [Our 2030 Vision \(harper-adams.ac.uk\)](https://www.harper-adams.ac.uk/our-2030-vision)

Harper Adams University is committed to the wellbeing of our employees, and their personal and professional development. This is reflected in our annual employee survey - employees tell us they're proud to be a part of the university and that it is a good, safe place to work where they feel trusted to do their jobs and supported by their managers.

Whilst many of our teaching, research and knowledge exchange activities are delivered or coordinated from an attractive campus in rural Shropshire, our impact and reach is regional, national and international. We offer free staff parking, leisure facilities, and we are only a short drive from the busy market town of Newport.

Some of the benefits of working at Harper Adams University are:

- Beautiful rural location
- Generous holiday entitlement
- On campus retail, catering and gym facilities.
- Opportunity to purchase additional holiday.
- Opportunities for agile working
- Employee Assistance Programme
- Disability Confident Employer
- Enhanced maternity benefits
- Enhanced sickness absence payments
- Cyclescheme supporter
- Workwear provided (*if applicable*)

The University also provides a range of training and professional development opportunities via its staff development programme.

Harper Adams University is the UK's premier educational institution serving the agri-food, animal wellbeing and connected industries, recognised as a world-leading specialist provider. Our focus is on food production and technology, animal health and wellbeing, management of land and property, and their contribution to sustainable living environments for our planet's population; we are equally committed to making the UK's food and farming competitive in a world where we will need to compete globally. Our education and research encompass food production and processing, animal sciences, environmental sustainability, mechanical engineering, land management and sustainable business management.

We have strong relationships with companies in the UK and abroad, and with academic institutions across the world, collaborating in research and in the delivery of our courses. We are a university with regional, national and international reach and impact, repeatedly appearing in *The Times and The Sunday Times Good University Guide* as the UK's highest-ranked modern university. We have also been named as *The Times and The Sunday Times Inaugural Specialist University of the Year* in the 2024 Guide.



The University began life in 1901 as Harper Adams Agricultural College and was granted University status in 2012. Our Chancellor is Her Royal Highness, The Princess Royal; our current Vice-Chancellor is Professor Ken Sloan, who joined us in 2021. The University is based on a campus in Shropshire, close to the old market town of Newport and within easy reach of the modern town of Telford, which offers a range of housing possibilities and has excellent rail and road links to the West Midlands conurbation and beyond.

Investment of more than £50 million over the last decade has ensured that our campus provides the most up-to-date teaching, research and conference facilities as well as accommodation for around 800 students. Our most recent additions include contemporary laboratories and a purpose-built Veterinary Services Centre for teaching and research, swiftly followed by a £500,000 refurbishment of the veterinary nursing facilities.

We are also in the process of developing a wider presence in the regional area – an educational facility in the Station Quarter Development in Telford and a proposed Institute of Animal Health and Diagnostics in Newport. Having operated from its single campus in Edgmond, Shropshire for more than 120 years, the University will be using these new urban facilities to help boost skills in specialised areas including digital skills, animal diagnostics and animal health. In Telford, Harper Adams University's new flexible teaching and learning centre will sit within Station Quarter, the newly developing knowledge district in the centre of the town. And in Newport, a state-of-the-art animal diagnostics facility, with spaces for learning and teaching, research, and business engagement is planned for the Ni-PARK agri-tech and science park (subject to planning consent) on the edge of the town.

On-campus leisure facilities include a multi-gym, sports hall, dance and aerobics studio. And we are one of the very universities to have its own commercial farm: covering 494 hectares, its facilities include a £2 million leading-edge dairy unit with a robotic dairy.

For a virtual tour of campus, visit www.harper-adams.ac.uk/university-life/our-university/virtual-tour

We are regarded as the UK's highest-ranked small specialist provider for the agri-food and animal wellbeing industries, consistently producing the largest cohort of graduates for the agri-food and animal wellbeing sectors, more than 99% of whom go immediately into employment. We currently have over 5,000 students across various modes of full-and part-time study.

Our courses cover not just every stage of the food chain – from developing the machinery used to prepare land through to how food is sold and the nutrients it delivers – but also broader subjects such as general business management, automotive engineering, and veterinary professions, including, since the establishment of the Harper and Keele Veterinary School in 2020, Veterinary Medicine and Surgery. We work collaboratively with our Students Union, HASU, to support and develop student learning and the student experience.

We have achieved the highest ratings in Quality Assurance Agency reviews. Our undergraduate curriculum is industry-aligned, work focused, co-developed and co-delivered with industry, rooted in partnerships with about 1,100 companies in the UK and abroad. At its heart is our mandatory Placement Year – a bespoke learning experience for our students, tailored to the real needs of employers.

We offer a swathe of employer and philanthropically funded scholarships channelled through our Development Trust. We support employers by providing a large range of (often bespoke)

CPD courses and with our Higher Level and Degree Apprenticeship Programmes launched in 2017. These courses enable us to address directly the skills needs of the UK's agriculture and food industry. We reinforced this work in 2021, by establishing, with support from the NFU, Morrisons and McDonalds, our School of Sustainable Food and Farming, tasked with ensuring that the Agri-sector has the skills to enable it to deliver its 2040 Net Zero goal.

We have a strong research profile. Our work is esteemed nationally and internationally for its quality and impact, particularly in areas such as entomology, sustainable agriculture, crops, livestock nutrition, autonomous and precision farming. In the 2021 Research Excellence Framework, 60% of our research was judged to be world-leading or internationally excellent.

Our research is both strategic and applied. Our strategic research tackles the inter-related challenges of food security and sustainability, focusing on the need to achieve Net Zero in agriculture and food supply chains in concert with the requirements for sustainable agriculture. We focus particularly on smart agriculture; improving soil health; sustainable land use and rural communities; reducing the impact of ruminant livestock; sustainable food systems and the circular economy, and integrated pest and disease management. Our applied research, in collaboration with regional, national and international companies, addresses their particular needs and is an important part of our research portfolio.

Student research also contributes significantly to our research output - a research project is part of all our degree courses, undergraduate and postgraduate. Our research is structured around two overarching research centres covering Crop and Environmental Science, and Animal Welfare, each containing a number of themed groups; we also have cross-cutting multidisciplinary research groups, and our Future Farm – our focus to realise a pathway to Net Zero within wider sustainability parameters.

The University's estate

The University is about to embark upon strategic campus master-planning to support the ambition of the new University strategy. This is a key moment for a new Director of Estates and Facilities to join the University and contribute to the strategic development of the estate and the University. This will require thinking that spans strategic development, proposals for infrastructure resilience and longer-term maintenance choices as well as enabling the University's campus to be a destination for public engagement opportunities.

The post-holder will be the key professional lead in developing and delivering proposals working alongside the COO, to bring forward ideas and prioritised recommendations to the Vice-Chancellor, the CFO, the University's executive team and the Governing Body for implementation.

Facilities

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT

suites including an Engineering Design Centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large, covered soil working area and various sustainable technology installations.

Other key facilities include laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit and a Veterinary Education Centre which opened in 2021 (to support existing programmes) and the newly established Harper & Keele Veterinary School. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust.

The University's Students' Union operates a membership fee paying gym that staff may join. The University has bowling green and tennis courts that are available for staff use during the summer period. A variety of university catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website: <http://www.harper-adams.ac.uk>

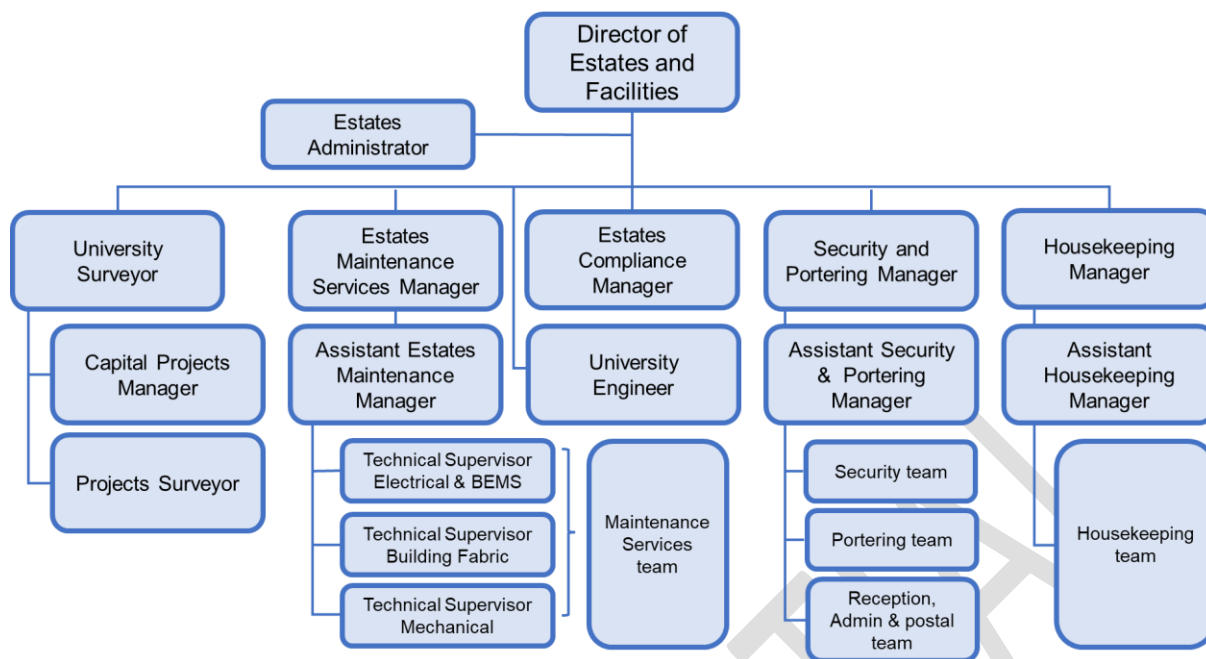
The Estates and Facilities Department

The purpose of the Estates and Facilities department is to ensure that the University's property assets and related physical resources enable the University to realise its strategic ambitions while simultaneously ensuring that the academic and other business of the University can also operate in a safe, efficient, and effective manner.

The department is responsible for leading, advising on, and contributing to, the strategic and operational management of the University's land and property portfolio. Estates and Facilities is a multi-disciplinary department commensurate with the size and scale of the estate.

The estate includes a wide range of buildings to support education, residences, research, knowledge exchange, conferencing and to facilitate the University as a public engagement destination. The University also has various tenanted properties, the strategy for and management of which also come under the department.

The team provides a comprehensive range of estates and technical advisory services: - capital projects and development, maintenance and operations and facilities management, all focused on enabling the University strategy and supporting the student, staff and visitor experience, supporting research, education and knowledge exchange and enabling the University's charitable purposes. The total number of staff in Estates and Facilities is circa 100 which as well as the estates team, also includes facilities services - housekeeping, security, reception and portering colleagues.



Sustainability is a key focus of the University's mission:

"Our mission is to advance knowledge, to inspire and equip learners in our specialisms to deliver real change and contribute to a sustainable future for the inhabitants of and habitats across our living planet."

The Estates and Facilities team play a pivotal role in enabling the University's Sustainability goal to be Net Zero in both the campus and the Future Farm by 2030. The University's energy system integrates a range of different technologies including 650KW of photovoltaic panels, installed on the large roof areas of dairy buildings on the University Farm, a 1MW (Megawatt or 1000 kilowatt) biomass boiler, which uses locally sourced woodchip as a fuel to create hot water and a gas-powered CHP system to complement the renewable technologies. Heating is being distributed via an underground super insulated pipe network, nearly 3.5km long.

There are further plans being considered to support campus sustainability and the postholder would be expected to play a lead role in realising opportunities. The University's subsidiary Cedar Energy has oversight of the energy requirements and outputs of the campus, and the Director of Estates and Facilities provides operational leadership to optimise and enable the University's energy infrastructure to be effective.

The Estates and Facilities team also work very closely with the Future Farm to enable animal welfare and support the smooth running, capital and infrastructure requirements and fabric maintenance of the Farm. The team also work very closely with the Grounds Manager who reports to the Vice-Chancellor.

Farm strategy is a key component of master planning along with academic strategy and the Director of Estates and Facilities will work closely with the DVC, PVCs, the Director of the Future Farm and Heads of Department as well as key Professional Services colleagues in developing, prioritising and delivering the estates' requirements.

Space Management as a strategic and operational accountability also falls under the Estates and Facilities team with an opportunity post-pandemic to continue to think creatively about the optimal use of space and facilities on campus.

The role

This is a pivotal moment for the University with the launch of the *Together we will make the difference: 2030 strategy* and there is real opportunity for an incoming postholder to make a significant impact in support of the University's strategic ambition.

Reporting to the Chief Operating Officer, the Director of Estates and Facilities will be a key member of the University's Senior Management and is an attendee at the University Executive Committee.

Demonstrating strategic vision and professional expertise across the range of estates and facilities management skills and competencies, the post-holder will lead and manage the Estates and Facilities team to ensure that the University's campus and its wider estate continues to offer a high-quality environment that is attractive to prospective and current students, staff and visitors.

The Director of Estates and Facilities will require an ability to be flexible, pragmatic and operate seamlessly at all levels to manage change, utilising a wide range of skills to make an impact and be effective in a small and specialist organisation.

Excellent interpersonal skills, team leadership skills, an ability to work collaboratively across the entire institution and be both strategically and operationally agile will be essential to embrace the challenges of supporting multiple different stakeholder requirements and to operate effectively within a dynamic Higher Education environment.

The ability to think creatively to maximise available resources and budgets to achieve the very best outcomes to support strategic priorities will be key.

A strong commitment to supporting and enabling the University's sustainability mission and purpose is a given.

Given the seniority of the role, the specific duties associated with the post may vary from time to time, according to the needs of the University with the post-holder being expected to lead or contribute to corporate level projects as required. Given the nature of the Estates and Facilities role, the post-holder will be expected to be responsive to requirements as necessary, which may require out of hours or weekend working.

Responsibilities

- To provide strategic vision, leadership and expert professional advice for the development, management, operation and sustainability of the University's physical estate in support of the delivery of the University's strategy.
- As a key member of the University Senior leadership and Professional Services teams,

undertake a prominent and inspiring leadership role across the University, developing positive relationships at all levels and role-modelling positive and inclusive leadership behaviours to enable the University's strategic development and the development of staff.

- Horizon scan to ensure that the University benefits from the most up to date information on future trends, developments, and innovative approaches to consider in strategic planning; work collaboratively with the Director of IT and key colleagues to ensure the optimal design and connectivity between the digital and physical estate.
- Working with the COO and other senior colleagues, take a lead role in developing proposals for campus-master planning and future-proofing the University's physical estate to enable and support strategic ambition.
- Develop, prioritise, and implement an estate strategy and associated prioritised budget, drawing together strategic developments, infrastructure, and longer-term maintenance priorities to enable operational resilience and the implementation of agreed strategic priorities.
- Enable a customer-focused and responsive Estates and Facilities Service while at the same time, providing clear mechanisms that are easily understood and clear to all for the prioritisation and commissioning of requests, achieving value for money and enabling the efficient utilisation of space.
- Lead collaborative development with key stakeholders, HASU, and partners to create environments and innovative accessible spaces that enhance the University's reputation, inspire teaching and learning, research, commercial and public engagement and create an excellent student, staff, and visitor experience.
- Sponsor and lead the development of an environmentally sustainable estate, acting as an advocate internally and externally and working collaboratively with key colleagues to promote the adoption of innovative approaches to sustainability where appropriate. Provide the necessary University input to Cedar Energy from an estates perspective.
- Lead and support the Estates team with delivering capital projects to successful completion ensuring all desired outcomes are achieved; develop the Estates capital planning processes and capital budget for approval by University Executive and the Governing Body to optimise the best use of university funding and opportunities, working collaboratively with any external funding bodies as required. Actively manage the University's physical capital assets, including any acquisition or disposal.
- Provide visible, clear, and inspirational leadership to the internal Estates and Facilities team and any external contractors or teams delivering the estates function, empowering, coaching and supporting the Estates and Facilities team to maximise levels of engagement, collaboration, skills development, and performance.
- Champion and develop a culture of high performance based on expectations of delivery,

quality and standards and health and safety including systematic ways of working, operational approaches, project methodologies, compliance, adherence to regulatory and statutory standards,

- Ensure the Estates and Facilities team has the right professional skills, leadership skills, individual competencies, and capability to deliver the estates strategic plan, developing and implementing a plan for continuous professional development for the team and fostering a culture of continuous improvement.
- Working closely with the Chief Operating Officer and the Deputy Chief Financial Officer, develop a Long-Term Financial Plan for expenditure to achieve planned activity within budget envelopes; Instil a culture of tight and transparent fiscal management, procurement standards, value for money, appropriate contract negotiation and contractor deployment across the Estates and Facilities function.
- Ensure high standards of governance through rigorous and robust project management, chairing Project Boards, committees and working groups as required and acting as the University's representative externally where required; Ensure that Estates and Facilities digital and operational systems and processes are efficient and effective.
- Ensure that the Estates and Facilities department maintains compliance with statutory and regulatory requirements, health and safety requirements, effective risk management and transparent resource allocation and promote the same in engagement within the wider University. Manage the University's property portfolio including tenancy management to require legal and property standards.
- Develop and maintain positive engagement with any key partners, tenants, the local community or stakeholders and take a lead role in university events such as graduation, open days and acting as an ambassador for the University externally.
- Maintain and develop strong and positive relationships with the local authority planners, statutory agencies, utilities providers and other third parties who can influence the environment in which the estate operates.
- Ensure business continuity plans are in place for all critical requirements and act as a key member of the University's Silver Team, leading the institutional response to incidents as necessary.
- Maintain sector and professional knowledge through engagement in professional development and membership of the Association of University Directors of Estates (AUDE) group.
- Act with integrity and professionalism at all times, valuing others and demonstrating a personal commitment to Equality, Diversity and Inclusion and the University's wider Respect agenda.
- Any other duties as requested from time to time by the Chief Operating Officer or the

Vice-Chancellor commensurate with the leadership position of the role.

Person Specification

	Essential	Desirable
Qualifications	<p>Relevant discipline degree or relevant equivalent experience in a range of organisations of comparative complexity.</p> <p>Evidence of Continuous Professional Development (CPD) in relevant fields.</p>	Chartered professional membership.
Experience	<p>Experience in leading and developing a well-motivated and high performing, multidisciplinary Estates and Facilities team to achieve desired outcomes within a safe and compliant environment.</p> <p>Proven experience in a complex Estates and Facilities environment with multiple competing demands, while recognising the factors required to achieve success within a small and specialist organisation.</p> <p>Experience of, or involvement in, collaborative strategic estates master-planning to envision and achieve a range of strategic ambitions and operational requirements.</p> <p>Demonstrable experience in implementing sustainable approaches across estates and facilities towards achieving Net Zero and in enabling others to contribute to initiatives.</p> <p>Strong proficiency in revenue and capital financial budgeting and management with experience of working collaboratively with senior stakeholders and finance on</p>	<p>Higher Education Experience.</p> <p>Experience of strategic master-planning in a Higher Education context.</p>

	<p>effective budget and programme prioritisation.</p> <p>Proven leadership of a wide range of projects and initiatives of varying complexity to successful conclusion with a strong track record in implementing project management methodologies, achieving timescales and outcomes within budget.</p> <p>Demonstrable experience of effective collaborative working with internal and external stakeholders at all levels.</p> <p>Effective liaison and relationship management with a wide range of external contractors and stakeholders and working effectively with procurement approaches.</p> <p>Experience of strategic infrastructure and maintenance prioritisation and delivery to enable longer-term resilience.</p> <p>Proven ability in risk management, emergency response and business continuity management with an ability to lead organisation-level responses as required.</p> <p>Experienced in navigating organisation governance, presenting information to Boards, chairing meetings and developing business cases and reports.</p>	
<p>Knowledge/Skills</p>	<p>Empathy with the university's mission and able to horizon-scan and apply current knowledge on sustainable development.</p> <p>Demonstrable expertise strategic planning and translating</p>	<p>Knowledge of the changing landscape of higher education.</p> <p>Knowledge of delivering effective teaching and learning and multipurpose spaces.</p>

	<p>organisation strategy into long-term development, refurbishment, and maintenance plans to achieve strategic objectives.</p> <p>Demonstrates a core commitment to Health and Safety with an ability to facilitate engagement with a compliance and H&S culture; Highly proficient in managing risk within a complex estates and facilities environment.</p> <p>Contributes effectively and collaboratively to organization strategy, delivery and change management as part of a senior leadership team.</p> <p>Strong leadership of multifunctional and multitasking teams delivering against performance objectives in a small yet complex organisation.</p> <p>Visionary ability to integrate the strategic requirements for the digital and physical estates for optimal future planning.</p> <p>Track record of initiating, developing, and delivering capital programmes of varying size and complexity. Knowledgeable in project management with experience of successfully embedding approaches within small teams.</p> <p>Technical proficiency and ability to adapt skills and experience to address the unique requirements of a small and specialist institution. Understands and translates diverse stakeholder requirements into long-term estate plans.</p> <p>Proven track record of driving</p>	<p>Knowledge of the interaction between teaching and learning, digital resources and physical space and the opportunities of AI.</p> <p>Successfully leading an Estates and Facilities function in a Higher Education environment.</p>
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	<p>continuous improvement, customer focus and efficiencies with an emphasis on effective prioritisation. Able to successfully deliver a broad range of operational estate services optimally using key data metrics.</p> <p>Effective communication and influencing skills with diverse stakeholders; Skilled in negotiating complex and financially significant contracts.</p> <p>IT proficiency with various applications and an ability to apply digital methods and approaches to the management of the estate.</p>	
<p>Personal Qualities</p>	<p>Engaging, resilient and effective leadership style with an emphasis on coaching, developing and empowering staff to be their best.</p> <p>Demonstrates and maintains a core commitment to Equality, Diversity and Inclusion, acting with respect and personal integrity at all times.</p> <p>Pragmatic and solutions orientated with a commitment to working collaboratively to achieve outcomes.</p> <p>Attention to detail with an emphasis on managing risk, compliance and due process.</p> <p>A strong communicator with well-developed change management skills who can engage with staff at all levels and in different fora to develop and present compelling narratives and plans, backed up with robust underpinning detail and engagement.</p> <p>Maintains own personal CPD and</p>	

	horizon-scans to keep up to speed on developments in the sector and own professional field, bringing that knowledge to bear for the benefit of the University.	
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