

Job Description

Job Title:	Group Director of Estates
Responsible to:	Chief Financial Officer
Functional Liaison with:	Executive Leadership Team, Board of Directors/Trustees, Group Estates Director, Estates Teams, Bids & Funding Team, External Stakeholders (funders, commissioners, partners, developers)
Main Purpose:	Responsible for shaping and delivering the organisation's long-term property strategy to enable sustainable growth. The role provides strategic leadership of the Group's estate, ensuring assets are optimally utilised, aligned to organisational priorities, and positioned to support expansion. The postholder holds overall accountability for the performance, direction, and impact of the estate portfolio, while leading the organisation's growth and funding strategy to secure capital and revenue investment. As a member of the Executive Team, the role plays a critical part in driving organisational growth, increasing capacity, and ensuring no strategic opportunities are missed.

Main Duties and Responsibilities

- Provide strategic leadership and direction for the Group's estate, ensuring property, facilities and infrastructure support the Group's educational, operational and strategic ambitions.
- Develop, own and deliver the Group's long-term estates and property strategy, establishing clear priorities for investment, development, utilisation, maintenance and rationalisation of the estate.
- Act as the Group's senior professional lead for estates and property matters, providing authoritative advice, assurance and recommendations to the Chief Financial Officer, Executive Leadership Team and relevant governance bodies.
- Lead and develop the Group estates and facilities function, creating clear accountability, consistent Group-wide standards and a strong culture of customer service, compliance and continuous improvement.
- Ensure the Group maintains a comprehensive and evidence-based understanding of its estate, including condition, capacity, utilisation, compliance, lifecycle requirements, risks and future needs.
- Lead the development of medium and long-term capital investment and lifecycle plans, ensuring resources are prioritised according to strategic need, condition, risk, affordability and educational impact.
- Provide strategic oversight of major capital works, refurbishment, development and infrastructure programmes, ensuring robust governance, procurement, budgetary control, risk management and successful delivery.
- Lead the development of property and infrastructure business cases, options appraisals and investment proposals, working closely with Finance and senior leaders to secure appropriate approvals and funding.
- Ensure effective oversight of statutory property compliance, building safety and estates risk, with robust assurance systems, accurate records, timely remedial action and clear escalation of significant risks.
- Work in partnership with Health and Safety colleagues to ensure that estates-related health, safety and compliance responsibilities are clearly understood, monitored and effectively discharged.

- Provide strategic oversight of planned, preventative and reactive maintenance and asset replacement programmes, ensuring the estate remains safe, resilient and fit for purpose.
- Lead and oversee property transactions, leases, acquisitions, disposals, planning matters and development opportunities, engaging professional advisers and external stakeholders where required.
- Ensure effective commercial management of major estates and facilities contracts, suppliers and professional services, driving quality, performance, compliance and value for money.
- Oversee the effective delivery of facilities services across the Group, including security, cleaning, waste, grounds, utilities and other site services, establishing appropriate performance standards and assurance arrangements.
- Hold strategic responsibility for estates and facilities budgets, capital expenditure and financial planning, ensuring effective forecasting, control, prioritisation and delivery of efficiencies.
- Lead the Group's approach to estate sustainability, energy performance, decarbonisation and responsible resource use, embedding environmental considerations within property and investment decisions.
- Ensure accurate and meaningful property, asset, financial, compliance and performance data is maintained and used to support strategic decision-making and governance.
- Provide regular reports and assurance to senior leadership and governance bodies on estate condition, compliance, capital delivery, financial performance, key risks and strategic priorities.
- Lead estates-related business continuity and resilience planning, ensuring effective arrangements are in place to respond to significant property, infrastructure or service disruption.
- Build and maintain effective strategic relationships with internal stakeholders, funders, local authorities, contractors, consultants, developers and other external partners.
- Represent the Group on property and estates matters and identify opportunities for collaboration, investment, development and improved use of the estate.
- Lead, coach and develop senior estates and facilities colleagues, ensuring the function has the capability, capacity and professional standards required to meet current and future needs.
- Contribute as a senior leader to wider Group strategy, organisational change and development, demonstrating collective responsibility for the performance and success of Eastern Education Group.
- Drive continuous improvement and innovation across the estates function, ensuring systems, governance, ways of working and service standards remain effective, efficient and responsive.
- Drive and embed sustainability within strategic planning, governance, operational decision-making, curriculum development and organisational culture.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	- Degree-level qualification or equivalent substantial professional experience in estates, property, facilities, construction or a related discipline - Evidence of continuing professional development relevant to senior estates leadership	- Chartered status or relevant professional membership, e.g. RICS, IWFM, CIOB or equivalent - Relevant health and safety, project management or leadership qualification	I,A,
Knowledge and Skills	- Extensive knowledge of strategic estates, property and facilities management within a complex multi-site organisation - Strong understanding of asset management, lifecycle planning, capital investment and estate utilisation - Comprehensive understanding of statutory property compliance, building safety, estates risk and assurance - Strong financial and commercial acumen, including capital planning, budget management, procurement and contract management - Ability to develop compelling business cases, investment proposals and options appraisals - Strong strategic leadership, negotiation, influencing and stakeholder-management skills - Ability to interpret complex property and performance information and translate it into clear strategic advice and priorities	- Knowledge of education or public sector estates, capital funding and governance environments - Knowledge of property transactions, leases, acquisitions, disposals and development - Knowledge of sustainability, decarbonisation and energy strategy	A,I,P
Experience	- Substantial senior leadership experience with strategic responsibility for estates, property and/or facilities across a large, complex or multi-site organisation - Proven experience of developing and delivering a long-term estates, property or asset strategy - Significant experience of leading major capital, refurbishment, development or infrastructure programmes and associated governance - Experience of providing senior-level assurance on statutory compliance, property risk and building safety - Significant experience of financial planning, budget management, capital prioritisation and business case development - Proven experience leading and developing multidisciplinary estates and facilities teams	- Senior estates leadership experience within education, public sector or another highly regulated environment - Experience of property transactions, estate development, external funding or major organisational change	A, I,

	• Significant experience managing major contracts, suppliers, consultants and professional advisers • Experience advising executive leaders or governance bodies on strategic property matters		
Personal Qualities	• Strategic, visible and credible leader with the ability to combine long-term thinking with strong operational oversight • High levels of professional judgement, accountability, integrity and commercial awareness • Confident and influential communicator, able to build credibility with executive leaders, governors, colleagues and external partners • Able to make sound, evidence-based decisions and manage competing priorities and significant organisational risk • Collaborative and outcome-focused, with a commitment to high standards, value for money and continuous improvement • Resilient and adaptable, with the ability to lead effectively through change and complexity	• Demonstrable track record of leading transformation or significant improvement within an estates function	A, I,
Training	• Willingness to attend, undertake any training or development as, or when appropriate. • Commitment to continuing personal development through continual professional learning.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. 30 days, plus bank holidays.
2. New appointments to the College are subject to a six-month probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council.
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.

Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.