

Job Description

Job Title:	Executive Director of Physical Infrastructure
Responsible to:	Chief Executive Officer
Functional Liaison with:	Executive Leadership Team, Board of Directors/Trustees, Group Leadership Team, Executive Directors, Principals/Headteachers, Estates and Facilities Leadership Team, Finance, Health and Safety, Bids and Funding Team, External Funding Bodies, Local Authorities, Developers, Contractors, Professional Advisers and Strategic Partners.
Main Purpose:	<p>To provide executive leadership for the development, performance and growth of Eastern Education Group's physical infrastructure, ensuring the estate, facilities and built environment support both current operational excellence and future organisational ambition.</p> <p>The role is accountable for safeguarding and enhancing the Group's existing estate, building the capability, capacity and resilience required to meet future needs, and leading the strategic planning and delivery of infrastructure growth through investment, acquisition, development and capital programmes. As a member of the Executive Leadership Team, the postholder will ensure the Group's physical infrastructure remains a strategic enabler of educational excellence, financial sustainability and long-term growth.</p>

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

Executive Leadership & Strategy

- Develop and lead the implementation of the Group's Physical Infrastructure Strategy, ensuring that all estate, property, facilities and infrastructure activities support the delivery of the Group's strategic objectives, educational priorities and long-term growth ambitions.
- Serve as the Executive Lead for all matters relating to physical infrastructure, estates, facilities, property development and capital investment across the Group.
- Reporting to the Chief Executive Officer, work with Executive Leadership Team colleagues to advise on estate strategy, infrastructure performance, investment priorities, growth opportunities and associated risks.
- Ensure the Group's physical infrastructure remains safe, compliant, resilient, sustainable and capable of meeting current and future organisational requirements.
- Lead the development of long-term infrastructure plans that support organisational growth, operational excellence and educational innovation.
- Estate Performance & Organisational Capability

- Provide strategic oversight of the Group's estate portfolio, ensuring assets are effectively maintained, optimally utilised and aligned to organisational need.
- Ensure robust asset management, lifecycle planning and investment strategies are in place to protect, enhance and maximise the value of the Group's physical infrastructure.
- Lead the development of organisational infrastructure capability, ensuring the estate, facilities and associated services have the capacity, expertise and resilience required to support future growth.
- Oversee the effective maintenance, operation and continuous improvement of buildings, infrastructure and facilities across all Group locations.
- Ensure property compliance, building safety and infrastructure assurance arrangements are maintained to the highest standards.

Growth, Development & Capital Investment

- Lead the identification, evaluation and delivery of opportunities to expand, enhance and transform the Group's estate through acquisition, development, partnership and investment.
- Develop and deliver the Group's capital investment strategy, ensuring infrastructure investment is aligned to organisational priorities and future demand.
- Provide executive sponsorship and oversight of major capital works, redevelopment projects, new builds, acquisitions, disposals and estate transformation programmes.
- Lead the preparation of strategic business cases, investment proposals and options appraisals to support growth and infrastructure decision-making.
- Secure and maximise external funding opportunities to support estate development, modernisation and expansion.

Governance, Risk & Financial Stewardship

- Ensure effective governance arrangements exist for all estate, infrastructure and capital programmes.
- Lead the identification and management of strategic property and infrastructure risks, ensuring appropriate controls, mitigation plans and assurance mechanisms are in place.
- Provide regular reports and recommendations to the Executive Leadership Team and Board relating to estate performance, infrastructure risks, capital investment and future requirements.
- Be accountable for significant capital and revenue budgets associated with estate, infrastructure and facilities activities, ensuring effective financial stewardship and value for money.
- Ensure procurement, contract management and supplier relationships support strategic objectives and deliver outstanding performance.



Sustainability & Future Readiness

- Lead the Group's approach to estate sustainability, environmental performance, decarbonisation and responsible resource management.
- Ensure infrastructure planning anticipates future educational, technological and organisational requirements.
- Drive innovation, modernisation and continuous improvement across the Group's physical infrastructure and estate operations.

Leadership & Stakeholder Engagement

- Provide strategic leadership to senior estates, facilities and infrastructure teams, ensuring high performance and alignment to Group priorities.
- Build strong relationships with funding bodies, local authorities, regulators, developers, professional advisers and other external stakeholders.
- Represent the Group at regional and national level on matters relating to infrastructure, property, estates and capital investment.
- Champion a culture of accountability, collaboration, innovation and continuous improvement across all areas of responsibility.
- Undertake any other duties commensurate with the seniority and strategic nature of the role.
- 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	<ul style="list-style-type: none"> Degree-level qualification in Estate Management, Property, Construction, Engineering, Infrastructure, Facilities Management or a related discipline. Chartered membership of a relevant professional body such as RICS, CIOB, IWFM, CIBSE or equivalent. Evidence of continued professional and executive leadership development. 	<ul style="list-style-type: none"> Relevant postgraduate qualification (MBA, MSc or equivalent). Programme, project management or leadership qualification. Health and Safety qualification such as NEBOSH or equivalent. 	I,A,
Knowledge and Skills	<ul style="list-style-type: none"> Extensive knowledge of estate strategy, asset management, infrastructure planning and organisational development. Strong understanding of governance, compliance, risk management and assurance within large, complex organisations. Significant commercial, financial and investment planning expertise. Ability to develop and communicate long-term strategic infrastructure plans. Excellent influencing, negotiation and stakeholder management skills. Ability to operate effectively at Executive and Board level. Strong understanding of capital investment, business case development and major project delivery. Ability to balance current operational requirements with long-term strategic growth opportunities. Extensive knowledge of estate strategy, asset management, infrastructure planning and organisational development. Strong understanding of governance, compliance, risk management and assurance within large, complex organisations. Significant commercial, financial and investment planning expertise. Ability to develop and communicate long-term strategic infrastructure plans. 	<ul style="list-style-type: none"> Knowledge of education sector estates and funding environments. Knowledge of sustainability, energy management and decarbonisation strategies. Experience of property acquisition, development and regeneration programmes. 	A,I,P

	<ul style="list-style-type: none"> • Excellent influencing, negotiation and stakeholder management skills. • Ability to operate effectively at Executive and Board level. • Strong understanding of capital investment, business case development and major project delivery. • Ability to balance current operational requirements with long-term strategic growth opportunities. 		
Experience	<ul style="list-style-type: none"> • Significant executive or senior director-level experience leading estates, infrastructure, property, construction or facilities functions within a large and complex organisation. • Proven track record of developing and delivering estate and infrastructure strategies that support organisational growth and transformation. • Experience leading large-scale capital investment, redevelopment or infrastructure programmes. • Experience advising Boards, Executive Teams and senior stakeholders on strategic property and infrastructure matters. • Experience managing substantial capital and revenue budgets. • Experience leading organisational change, transformation and continuous improvement initiatives. • Demonstrable success in building high-performing teams and developing organisational capability. 	<ul style="list-style-type: none"> • Experience within education, public sector or similarly regulated environments. • Experience of securing external funding and investment opportunities. • Experience of acquisitions, mergers, estate rationalisation or organisational expansion programmes. 	A, I,
Personal Qualities	<ul style="list-style-type: none"> • Strategic and visionary leader with strong commercial awareness. • Able to think long-term whilst maintaining focus on operational performance and delivery. • Politically astute with excellent judgement and decision-making capability. • Highly credible and influential communicator. • Strong relationship builder with the ability to inspire confidence at Board, Executive and stakeholder level. 		A, I,

	<ul style="list-style-type: none"> • Resilient, adaptable and comfortable leading through complexity, change and growth. • Committed to innovation, sustainability and continuous improvement. • Demonstrates the highest levels of integrity, accountability and professional credibility. 		
Training	<ul style="list-style-type: none"> • 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. Holidays: 30 days, plus public 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.