



Robinson College

Head of Estates

CANDIDATE INFORMATION PACK

CLOSING DATE: MONDAY 17
FEBRUARY 2025



About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.



Reports to: Finance Bursar

Responsible for: Project Manager (Major Projects), Maintenance Manager, Head Gardener, Compliance Coordinator

Main Purpose

The Head of Estates is a pivotal leadership role at Robinson College, responsible for the overall strategic and operational management of the College's estate. This includes buildings, grounds, and facilities management, ensuring the College remains a safe, sustainable, and attractive environment for all students, staff, and visitors.

The role involves strategic planning, financial oversight, staff management, regulatory compliance, and the delivery of both capital projects and day-to-day estate operations. The Head of Estates will work closely with the Finance Bursar and other senior stakeholders to ensure alignment of the Estates strategy with the College's broader goals and will lead and manage major construction/capital works projects relating to the upkeep of the College's infrastructure.

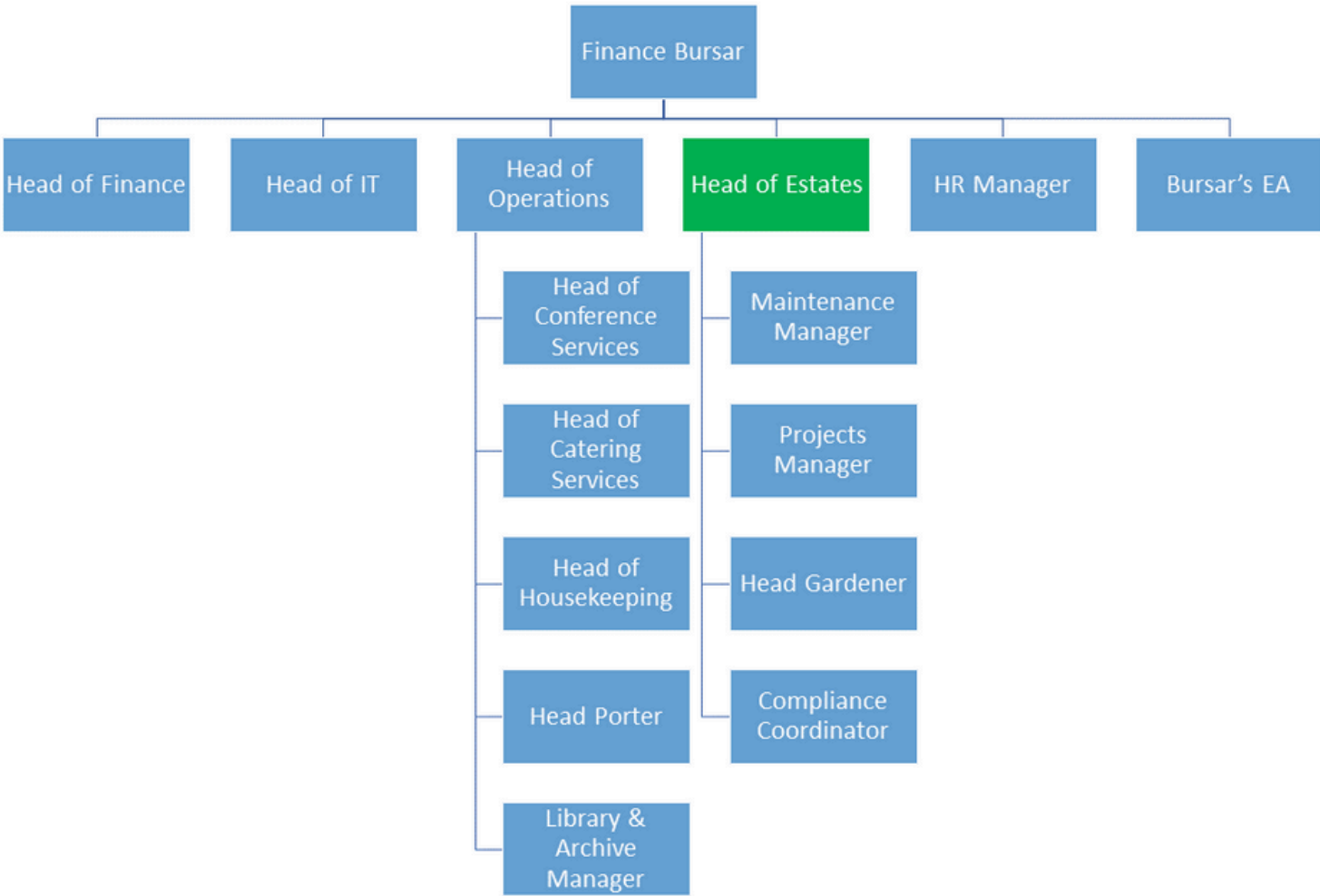


SALARY AND CONDITIONS

- £55,000 - £60,000 depending on experience
- Full time 37 hours per week

COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Generous Salary Extras discounts – incl. Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
- Exercise space for a small termly charge
- Staff social club events throughout the year
- Annual flu jab subject to criteria





KEY AREAS AND STANDARDS OF PERFORMANCE

1. Strategic Planning and Development

- 1.1 Develop and implement a comprehensive Estates Strategy that aligns with the College's long-term goals and objectives.
- 1.2 Develop robust capital expenditure budgets to support the strategy and 10 year plan and monitor and adjust as needed.
- 1.3 Lead on the planning and delivery of capital projects, working closely with the Project Manager and external contractors to ensure projects are delivered on time, within budget, and to the required standards.
- 1.4 Oversee the development and maintenance of College buildings, gardens, and facilities to ensure they meet both current and future needs.
- 1.5 Regularly review and update the College's maintenance strategy, ensuring a balance of planned and reactive maintenance to preserve and enhance the estate's assets.
- 1.6 Drafting of papers dealing with the work of Estates and presentation thereof at relevant College Committees.

2. Financial Management and Control

- 2.1 Manage the Estates Department's budget, ensuring cost-effective delivery of services and projects, and demonstrating sound financial stewardship.
- 2.2 Work with the Finance Bursar and Head of Finance to prepare capital and operational budgets, and ensure robust financial control and reporting.
- 2.3 Attend Finance Committee meetings.
- 2.4 Ensure that budgets, expenditure and purchasing of supplies are carried out, controlled and monitored, in accordance with the processes and systems set by the Head of Finance.
- 2.5 Oversee tendering, procurement, and contract management for works, supplies, and services, ensuring value for money and high-quality standards.
- 2.6 Within the constraints of the budget and labour resource, decide which packages of work should be outsourced. Oversee outsourcing decisions, manage the preferred supplier list, appoint construction consultants, and ensure contractors meet agreed terms.
- 2.7 Prepare budgets for future capital expenditures and ensure best value for all financial decisions.



2.8 In conjunction with the Finance Bursar, Projects Manager and Head of Finance, prepare, update and maintain the forward plan of Capital Expenditure Plan in accordance with the Capex Works Planning Schedule

3. Property Management and Listed Building Status

3.1 Liaise with the Finance Bursar and Finance Committee on the anticipated major projects plan for the year ahead and 5 years hence.

3.2 Brief the Projects Manager and contractors on planning for the major projects as agreed – liaise with the Maintenance Manager for minor projects.

3.3 Determine requirement for listed building consent and process applications accordingly – this should be reviewed in conjunction with the Conservation Management Plan.

3.4 Plan and coordinate the schedule, logistics and costs associated with the planned waterproofing works (Water Ingress project) with the Project Manager and Contractor and with all stakeholders.

4. Capital Projects

4.1 Oversee the planning, execution, and delivery of major capital projects, ensuring adherence to scope, timelines, budget, and quality. Identify potential risks, and implement mitigation strategies.

4.2 Liaise and comply with local authorities in respect of Building Control, Conservation Office and Planning Office requirements.

4.3 Through the Project Manager, ensure that all relevant risk assessments, contractor checks etc are completed in a timely manner and communicated effectively to relevant stakeholders.

4.4 With the Projects Manager/Maintenance Manager, detail arrangements and logistics plans for major capital building works and communicate to all stakeholders through website postings and briefings as appropriate.

5. Planned and Reactive Maintenance

5.1 Ensure effective management of planned and reactive maintenance across the College estate, working with the Maintenance Manager to ensure timely and appropriate maintenance of buildings, facilities, and infrastructure.

5.2 Through the Maintenance Manager develop and implement a comprehensive PPM schedule, prioritising critical systems and equipment to optimise building performance and longevity.

5.3 Oversee the management of external contractors, ensuring work is completed to the required standards and in line with College policies.



5.4 Conduct regular building inspections and condition assessments to identify potential issues early, implement corrective actions, and establish robust quality control measures.

5.5 Through the Maintenance Manager, ensure appropriate record keeping of the buildings and associated plant and equipment.

5.6 Through the Maintenance Manager, management of day-to-day buildings services operations including the efficient running, repairs, inspection, servicing and record keeping of required items, to include:

- Heating, Ventilation and Air Conditioning (HVAC);
- Intruder alarms;
- Access control arrangements;
- Fire alarms;
- CCTV;
- Passenger and other lifts;
- Drainage;
- Electric supply/safety;
- Gas supply/safety;
- Water supply;
- Fall arrest systems;
- Fire appliances and suppression;
- Generators;
- Water source heat pump;
- Air conditioning;
- Windows and window cleaning;
- Gutters/roofs;
- Lightning protection;
- PAT Testing;
- Fixed electrical testing;
- Water hygiene;
- Kitchen fire shutters/extract;
- Lighting (Internal and External);
- Emergency lighting;
- LEV;
- Boilers;
- Asbestos Management;
- F-gas regulations



6. Gardens and Grounds Management

6.1 Oversee the management of the College gardens and grounds, ensuring they are maintained to a high standard, in line with the College's aesthetic and environmental values.

6.2 Work with the Head Gardener to plan and implement planting schemes, landscaping projects, and garden maintenance schedules.

6.3 Ensure the gardens and grounds are accessible, safe, and enjoyable for all members of the College and visitors.

6.4 Attend meetings of the Gardens Committee.

7. Sustainability and Environmental Management

7.1 Develop and lead initiatives to enhance the sustainability of the College estate, including energy efficiency, waste reduction, and biodiversity enhancement.

7.2 Ensure sustainability principles are embedded in all estates-related activities, including capital projects, day-to-day operations, and procurement.

7.3 Work closely with relevant stakeholders to promote sustainability and environmental awareness across the College community.

7.4 Undertake a regular check of how departments are meeting obligations – Annual Compliance Checklist.

7.5 Chair the Sustainability Committee and participate in planning and implementation of proposed action plans as appropriate.

7.6 Participate with the Sustainability Committee in the formulation of Sustainability Policy as agreed by Council and its implementation.

7.7 Report to Council on sustainability matters and progress towards its Sustainability Aims and Objectives.

8. Regulatory Compliance and Health & Safety

8.1 Ensure full compliance with all relevant legislation and regulations, including health and safety, fire safety, and environmental standards.

8.2 Oversee health and safety operations, including training, inspections, incident reporting, and maintaining a strong safety culture.



8.3 Ensure that the H&S Policy is in place, fully and consistently implemented and is regularly reviewed and updated.

8.4 Chair quarterly Health and Safety Committee meetings.

8.5 Report to College Council quarterly on health and safety performance in College, highlighting any significant concerns.

8.6 Working with the Head Porter, ensure that provisions of the Fire Policy are in place and undertake routine audits of the arrangements.

8.7 Work closely with the Compliance Coordinator to monitor, review, and update policies and procedures in line with best practices and legal requirements.

8.8 Manage and mitigate risks by maintaining a risk register and implementing control measures. Regularly review risk assessments to identify and mitigate hazards associated with building operations and maintenance.

8.9 Maintain an up-to-date knowledge of developments in the construction industry and buildings Health and Safety legislation to ensure that the department are compliant in their approach to maintenance and capital projects.

8.10 Act as the College's main point of contact for regulatory bodies and external auditors regarding estate-related matters.

8.11 Ensure the effective management of all personal data under the control of the team in order to meet the requirements of the GDPR and the College Data Protection Policy.

9. Staff Management and Leadership

9.1 Provide leadership, support, and direction to the Estates team, including the Project Manager, Maintenance Manager, Head Gardener, and Compliance Coordinator, fostering a positive and collaborative working environment.

9.2 Drive operational excellence through effective leadership and performance management.

9.3 Ensure the professional development of all team members, providing opportunities for training and skills development. Prepare and implement training plans during the annual appraisal cycle.

9.4 Lead regular team meetings, performance reviews, and ensure the Estates team is aligned with the College's strategic objectives.



9.5 Operate a staff appraisal/review system which is designed to improve performance and develop staff within the objectives of the College.

9.6 Periodically review job descriptions for all posts within the department.

9.7 Lead a cohesive departmental team that is structured and resourced to meet the departmental objectives.

9.8 Operate the College disciplinary, grievance, and other relevant procedures when required in accordance with policy and direction from the Head of HR.

10. Communication and Engagement

10.1 Attend 121 meetings with the Finance Bursar to share updates and ensure alignment of objectives and priorities.

10.2 Attend monthly Head of Department Committee meetings and to contribute positively and constructively to the benefit of all attendees and the College.

10.3 Hold regular, as required, one to one meetings with direct report managers and others as appropriate.

10.4 Provide written back-up of verbal instructions or key conversations as appropriate to ensure that appropriate documentation exists.

10.5 Represent the College in appropriate cross-college groups and build working relationships with colleagues in other colleges.

10.6 Act as main point of contact for Fellows, staff and students with estates questions – ensuring a College perception as a trusted source of information.

10.7 Build positive and effective relationships with key internal and external stakeholders, including other Heads of Department.

10.8 Attend meetings of the Visual Arts and Design Committee.

11. Other

11.1 Act in the best interests of the College at all times.

11.2 Implement a right first time every time culture in the department and team.

11.3 Undertake other duties and responsibilities as you may be reasonably asked to from time to time.



Criteria	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> GCSE or equivalent Maths and English A-Levels or equivalent Comprehensive knowledge of relevant legislation, including health and safety, building regulations, and environmental sustainability Relevant professional qualifications (RICS, IWFM or similar FM qualification) NEBOSH National General Certificate in Occupational Health and Safety 	<ul style="list-style-type: none"> Educated to degree level or equivalent
Experience & Skills	<ul style="list-style-type: none"> Proven experience in estates management, ideally within a higher education or heritage environment Demonstrated experience in budget management, project delivery, and strategic planning Specific technical knowledge regarding commercial building plan e.g., Heating and HVAC systems or other M&E disciplines Strong leadership and team management experience with a track record of managing multidisciplinary teams and coordinating and managing contractors and suppliers Sound understanding of listed building restrictions and local and national planning process Experience in energy conservation and sustainability 	<ul style="list-style-type: none"> Experience of working with major refurbishment projects Experience of working in an Oxbridge College Experience of working for a charity
Abilities & Competencies	<ul style="list-style-type: none"> Strong communication and interpersonal skills, with the ability to engage effectively with stakeholders at all levels Excellent working knowledge of IT, using spreadsheets and planned maintenance systems Strategic thinker with strong analytical and problem-solving skills Highly organised, with the ability to prioritise and manage multiple tasks in a complex environment A proactive approach to sustainability and environmental management Collaborative, with the ability to build strong relationships across the College community and liaise and cooperate with others at all levels, both internally and externally Financially astute with good experience in budgeting and forecasting A team/individual motivator Pragmatic “hands-on” approach 	

HOW TO APPLY



To apply please send your CV and a covering letter, along with a completed short application form to careers@robinson.cam.ac.uk

Closing date for applications: Monday 17 February at 9am

Interview date: Tuesday 25 February





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www.robinson.cam.ac.uk