Director of Estates and Facilities Management
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Dear candidate,

The University of Sussex is a remarkable institution. The distinctive ethos on which it was established more than 50 years ago is still very much at the heart of the University.

The traditions of creativity, interdisciplinarity, innovation and intellectual rigour – in both education and research – play an important part in who we are. Building on this and against a backdrop in which English universities will be facing a period of political and economic change, Sussex is forging ahead and creating a new destiny.

We are in strong health. With a reputation for inspirational teaching, we are turning out graduates who are well-rounded global citizens – contributing to the worlds of business, sciences, the arts, academia, government and the third sector.

The quality of our research continues to underpin our entire academic endeavour. We are delivering internationally recognised research which is genuinely benefitting people and communities around the world, influencing policy and driving change in industry.

The University is ranked 7th in the UK for graduate employability and in the top 20 for all major UK league tables. Applications and acceptances for study are at an all-time record.

Set on the edge of beautiful parkland, a short distance from the city of Brighton, the University has a vibrant campus community. We continue to invest in our facilities to support the breadth of our teaching and research activities, as well as staff and student life.

This is an exciting time in the University’s history as we look to build on the past and redefine Sussex’s distinctiveness for the 21st century.

I hope you will join us in playing a part in shaping the future of a thriving University, with strong values that we believe make Sussex a very special place.

PROFESSOR ADAM TICKELL
VICE-CHANCELLOR
Since our foundation in 1961, Sussex has valued – and encourages – a pioneering spirit. We’ve pushed for change, and demanded more, creating a better future for individuals and communities all over the world.

Our teachers deliver programmes of study that inspire students to develop the skills that make their education count, and that give them the confidence to make their mark in their chosen field.

Our staff conduct original research to explore the great questions of our age. Their findings impact policy and practice for businesses, NGOs and governments, ensuring that Sussex students are also at the forefront of knowledge in their subject.

Creative thinking, pedagogic diversity, intellectual challenge and interdisciplinarity have always been fundamental to a Sussex education. The University’s goal is to deliver teaching and learning programmes that are informed by current research, are attractive to students from all socioeconomic and cultural backgrounds, and which deliver skills for life.

The University is committed to widening access for candidates from lower-income families, and awards a high number of scholarships and other types of financial support.

In pursuing our mission, we celebrate the values of:

- **Excellence**, through a commitment to delivering the highest standards of research, scholarship, teaching and learning in order to provide a dynamic and stimulating environment for students and staff and to maximise their social and economic contribution to societies;

- **Interdisciplinarity**, through tackling multidimensional problems, while maintaining a strong, broadly based set of disciplines across the arts and humanities, social sciences, sciences and medicine;

- **Engagement**, by actively seeking an external and international approach to all our activities;

- **Challenge**, in which all members of the Sussex community are prepared to explore creatively the status quo and alternatives, within the context of excellence and professionalism, and to seek to make positive change in society;

- **Partnership**, by developing sustained relationships that bring together complementary skills and resources to create mutual benefit and to deliver impact that cannot be achieved by either partner alone;

- **Professionalism**, by upholding freedom of academic enquiry, undertaking activities in a responsible manner using robust, transparent processes and maintaining professional standards in the conduct of all academic and support activities;

- **Equality and diversity**, by making appointments and developing entry routes to the University based on educational merit, and valuing the strength derived from contributions to our mission by people from different backgrounds, traditions, cultures and perspectives;

- **Service**, in which members of the Sussex community seek to use their skills and talents to contribute to local, national and international communities and organisations.
TEACHING AND LEARNING
The University of Sussex has over 16,000 students, of which over a third are postgraduates.

OUR STAFF
Sussex has developed a reputation for innovation and inspiration, and attracts leading thinkers and researchers. We have over 2,100 staff, including around 1,000 teaching and research staff. We have counted three Nobel Prize winners, 23 Fellows of the Royal Society, 23 Fellows of the Academy of Social Sciences, 14 Fellows of the British Academy, 11 Fellows of the Academy of Medical Sciences and a winner of the prestigious Crafoord Prize on our faculty.

INNOVATIVE RESEARCH AND SCHOLARSHIP
Sussex is a leading research university, as reflected in the 2014 Research Excellence Framework (REF) where 98 per cent of research activity at Sussex is categorised as world leading, internationally excellent or internationally recognised.

BUSINESS AND THE COMMUNITY
Sussex has a long tradition of engaging with business and the community, which continues today through activities such as the Sussex Innovation Centre, public lectures and service to the community. Our goal is to help businesses and organisations in the region develop higher staff skill levels through training, and to stimulate innovation through partnership with other institutions outside Sussex to benefit the wider society.

The Sussex Innovation Centre, the University’s business incubator, has recently launched its first off-campus site, in Croydon. To date, the Centre on campus has helped hundreds of businesses to realise their growth potential and raise more than £500 million of cumulative revenue.

For more information, visit www.sussex.ac.uk/business
The estate and the Masterplan

Sussex has one of the most beautiful campus locations in Britain. Situated in rolling parkland on the edge of Brighton, the campus combines award-winning architecture with green open spaces. The campus is surrounded by the South Downs National Park, but just a few minutes away from the lively city of Brighton & Hove.

Designed by Sir Basil Spence, the buildings that make up the heart of the campus were given listed building status in 1993. Falmer House is Grade I listed in recognition of its exceptional interest.

MAKING THE FUTURE ON CAMPUS

Here at Sussex, our priority is to ensure we continue to play a leading role in international research and education, attracting the best academics and brightest students.

Now more than fifty years old, the University has developed a £500-million programme of investment to modernise and improve our campus so that we can provide the best facilities for our students, researchers, and academic and professional staff, as well as the local community.

At the heart of our programme of building and regeneration work is a sensitively thought-through plan to enhance the unique setting of our campus within the South Downs, whilst preserving the character of the distinct architecture.

Our campus development programme includes new student accommodation and social and work spaces, alongside state-of-the art academic and research buildings.

Our world-leading research benefits people and communities through the work we are doing into critical illnesses such as cancer and Alzheimer’s, international development, law, social work, neuroscience, sustainability as well as many other areas.

As one of the largest employers in the region, the University contributes around £500 million to the local economy annually, and is committed to delivering a positive impact for those on campus as well as local businesses and residents.

Expansion of our campus will deliver a further £120 million in annual spending for Brighton & Hove, resulting in 2,400 new jobs for the community.
CREATING A STUDENT VILLAGE

If we are to continue to be one of the world’s leading academic institutions, and to undertake research that benefits society, we need to increase our intake of students and staff.

We are looking to increase our student numbers to 18,000: 2,000 more students than at present. Our expansion plans will ensure that at least 40% of our students can continue to live on campus.

Our plans will create a new student village of 2,100 units to replace about 590 out-dated student bedrooms built in the 1970s. This new accommodation will add to the range of student housing we have on campus.

The new buildings will be a mixture of townhouses and flats. The terraces of townhouses will give students a house to share. Kitchens and bathrooms will be communal and bedrooms will be organised like a house on three floors.

Flats will be arranged with clusters of rooms in the larger buildings. Students will share a kitchen organised around a communal entrance and corridor all on one floor. All bedrooms will be en-suite. Some of the buildings will have communal space for common rooms and laundry space at ground level – acting as a hub for people to meet and socialise. Bookable study rooms will be provided, together with secure cycle parking for every resident.

We want our students to have access to the best facilities, to help make their university experience the most enjoyable it can be.

Our new building programme includes plans to develop a purpose-designed facility to be run by the Students’ Union. This dynamic space will allow a huge range of student activities – from studying, performance and meetings for student societies to mobilising volunteers (around 1,000 Sussex students take part in volunteering projects every year), as well as socialising.

We aim to start building the new accommodation in phases from January 2017, and to have the first phase ready for around September/October 2018. We are aiming for full completion by 2020.

INVESTING IN TEACHING AND RESEARCH

To retain our position as one of the world’s leading academic institutions and to attract the best researchers and teaching staff, we need to offer state-of-the-art facilities.

Since 2007 we have invested £150 million in regenerating and expanding our campus, including teaching and research spaces such as the Jubilee and Fulton buildings, and the Attenborough Centre for the Creative Arts (formerly the Gardner Arts Centre).

Opened in September 2012, the £29 million Jubilee building is home to the School of Business, Management and Economics. Facilities include a 500-seat lecture theatre (the largest on campus), a smaller 60-seat lecture theatre, seminar rooms, a café/social space with adjacent flexible workspace, and 120 offices.

The Fulton building – named after the University’s first Vice-Chancellor, Lord Fulton – was completed in 2010. The £10-million development provides 3,000 square metres of teaching space, including two 160-seat lecture theatres and 26 seminar rooms.

In the coming years, we hope to create eight new academic and research buildings providing 42,000 square metres of new teaching and research facilities on campus. A key part of the redevelopment will be a new space to provide a collaborative and explorative research and learning centre housing the diverse disciplines that make up the School of Life Sciences.
ENHANCING OUR LANDSCAPE AND ENVIRONMENT

At Sussex we are proud to be surrounded on three sides by the South Downs National Park and part of a UNESCO-recognised biosphere reserve. The University has a history of protecting and enhancing our green spaces and trees.

Our plans have been designed to complement the Sussex downland character of the landscape and to sit comfortably alongside the listed academic buildings that Sir Basil Spence designed when the University was first established in the 1960s.

Since 1961 we have added to the trees. In 2012 we planted new woodland, which includes 2,500 mixed trees, to celebrate both the University’s 50th anniversary and the Queen’s Diamond Jubilee. We will continue to add new green spaces – including a new ‘Great Court’ on the east side of the campus and new public square in the north of the campus – echoing Fulton Square (Library Square), around which the core, original Spence buildings are set.

By constructing new buildings to Government ‘BREEAM’ standards, replacing old energy inefficient buildings and improving the insulation and energy use of existing buildings, we are ensuring we will reduce the carbon footprint of campus activities. Our plans allow us to reduce carbon emissions by 44% by 2020 and the new buildings will be of the highest environmental standards.
PRESERVING OUR ARCHITECTURE AND HERITAGE

Writing about the creation of the University in 1961, founding architect Sir Basil Spence said: “The whole precinct should have the ‘sense of a university’ and should, if possible, grow out of the soil of Sussex to become a natural part of this beautiful site”.

Spence’s vision is firmly embedded in our plans. The University has been working in collaboration with Historic England, Brighton & Hove City Council and other local bodies, to ensure that our architectural legacy is not compromised. In 2015, we signed an agreement with Brighton & Hove City Council and Historic England to protect our campus’ historic listed buildings.

Sir Basil Spence created a number of highly distinctive and cherished signature buildings. These include Falmer House, the Meeting House and the newly refurbished Attenborough Centre for the Creative Arts.

We will be renewing the original Spence vision with the creation of new and equally distinctive signature buildings, as well as better pathways and movement through the campus, sustaining lines of sight to the Downs. The choice of building materials will also echo those favoured by Spence.

Our plans to extend and redevelop the campus allow us to increase building capacity while continuing to enhance the environment in sympathy with architectural heritage.

PROVIDING CULTURAL SPACES

We are proud to be a part of a vibrant local community and are committed to providing opportunities for public access to our academic and learning resources. This includes access to The Keep facility, which houses our Special Collections and Mass Observation Archive.

In 2016 we re-opened the Attenborough Centre for the Creative Arts to the public, following an extensive refurbishment. The Centre is a reflection of the University’s commitment to investing in its campus for the benefit of students, staff, the local community and wider arts scene.

Named as a tribute to our former Chancellor, Lord (Richard) Attenborough and his family, the Centre embodies a creative spirit and will carry on the legacy of this great entertainment family.

We have maintained the Grade II* listed building but modernised the space to provide flexible, high spec facilities including a 350-seat auditorium, extensive gallery and display areas designed for art and audio-visual installations and a new café and bar.

The Centre will provide a fantastic learning space for our students and staff, giving them access to 21st century facilities within a building steeped in history. We plan to give access to local schools, residential and community groups so that they can enjoy the Centre – whether through attending performances or being part of the theatrical programme.

The University has ambitions for the Attenborough Centre to become a leading contemporary arts and performance space and the cultural focus for the University and local community.
BACKGROUND

The University of Sussex wishes to appoint a Director who will manage the implementation of the current masterplan and who will facilitate and manage the development of the next phase, whilst ensuring that a high quality of facilities management service is delivered across the estate.

We are committed to a major programme of capital expenditure to rationalise and develop our property portfolio to provide an optimum physical environment for academic activities. Reporting to the Registrar and Secretary, the Director of Estates and Facilities Management will lead the provision of the full range of project management and project delivery services for existing and future major capital projects from project start-up in defining client requirements through to procurement, construction and completion including leading on financial and legal negotiations.

The successful candidate will possess a proven track record of leading the delivery of large-scale estates development programmes in a comparable context, together with the leadership skills to ensure that high quality facilities management services are delivered across a large-scale, diverse and heavily utilised estate portfolio.

They will also have a depth of knowledge of the property industry and experience of leading major capital projects and activities such as masterplanning, capital development strategy and asset management.

They will have excellent interpersonal and stakeholder management skills, with the ability to gain the confidence and trust of a diverse range of influential stakeholders.

This is an exciting time to join the University and lead the delivery of an unprecedented programme of investment across the University’s largescale, diverse, historic and picturesque campus.
KEY RESPONSIBILITIES

The key responsibility will be leading the estates development and facilities management services which underpin the University’s wish to have a world-class physical environment to support delivery of its academic ambitions.

Working within the University’s structures, the Director will be the senior University representative for the successful delivery of the estate development programme as well as ensuring the delivery of high-quality facilities management services. The Director will ensure that:

• All significant projects fit together into a coherent programme

• Proper and adequate professional resources are in place to support major projects

• All projects are managed properly within the University’s governance framework

• There is adequate and structured communication with the staff and students of the University and with other significant stakeholders including the University Council

• Appropriate channels are maintained with relevant Planning Authorities

• Coordination and alignment of internal resources including estates project management staff

• The University achieves excellent value for money in the delivery of its physical development programme
KEY SKILLS

The Director will have:

• Professional qualifications in a property-related discipline
• Substantial experience of managing large building projects
• Excellent communications skills
• Excellent diplomatic skills
• Substantial experience of work with Planners, building and estates professional teams, and contractors.

KEY INTERACTIONS

The Director will communicate on a regular basis with:

• Members of the University Executive, Senior Directors and members of the University’s Council
• Academic community
• Students’ Union
• Sussex Estates and Facilities
• University’s governance team
• University finance
• University procurement
• University’s appointed professionals including lawyers, architects and other advisers
• Local authority planning departments.
PERSON SPECIFICATION

1. Educated to degree level with a relevant professional qualification in a property-related discipline

2. A proven track record in the delivery of high quality project management services across the full project lifecycle including the preparation of complex briefs

3. Significant experience in the procurement of construction projects for projects in excess of £10m in line with EU and other public procurement funding procedures

4. Experience of working on demanding and technically complex projects and building types

5. Experience in the preparation of applications for necessary permissions and consents

6. Capability and supply chain management expertise to ensure the delivery of high quality facilities management services delivered via external contracts

7. Experience in the management of acquisition and disposal of property

8. Experience of sound financial management including the production of financial information for inclusion in committee reports

9. Excellent influencing, negotiating and problem solving skills, with the ability to work effectively with a wide range of senior-level stakeholders both within the organization and across the sector

10. Excellent written and verbal communication and interpersonal skills and the ability be an articulate and effective advocate to establish good working relationships with a diverse range of partners internally and externally

11. Experience in the management of leases, both as lessor and lessee, the undertaking of rent reviews and oversight of the University's rates assessments

12. Ability to plan, prioritise and manage own workload and work with the minimum of supervision

13. Demonstrable leadership and management skills, able to manage both internal and external teams, consultants and contractors

14. Ability to work under pressure, meet deadlines and work outside of normal contractual hours as required

15. Ability to use a number of IT packages including finance and the Microsoft Office suite of applications, CAD and BIM

16. Sound understanding of health, safety and resilience and its practical application

17. Able to demonstrate an understanding of equality and diversity, and its practical application.
Academic structure

Science

- School of Mathematical and Physical Sciences
  - Mathematics
  - Physics and Astronomy
- School of Engineering and Informatics
  - Engineering and Design
  - Informatics
- School of Psychology
- School of Life Sciences*
- Brighton and Sussex Medical School
  (Joint with University of Brighton)

Social sciences

- School of Business, Management and Economics
  - Business and Management
  - Economics
  - SPRU – Science Policy Research Unit
  - International Summer School
- School of Global Studies
  - Anthropology
  - Geography
  - International Development
  - International Relations
- School of Education and Social Work
  - Education
  - Social Work

Arts and humanities

- School of Media, Film and Music
  - Media and Film
  - Music
- School of English
- School of History, Art History and Philosophy
  - American Studies
  - Art History
  - History
  - Philosophy
- Sussex Centre for Language Studies

*No formal department structure
The appointment process and how to apply

For a confidential conversation, please contact our advisors:
Ben Duffill
ben.duffill@mrgpeople.co.uk
or Michael Hewlett
Michael.hewlett@mrgpeople.co.uk
or phone The Management Recruitment Group: 0207 959 2368.

Applications should consist of a comprehensive CV (of not more than four pages), and a covering letter (of not more than two pages).

Where applicants have particular requirements, if invited to interview, this should be shared in their covering letter.

Applicants are also asked to complete the equal opportunities monitoring form, which will only be used for statistical monitoring purposes.

The University values diversity and welcomes applications from all sections of society. It is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. The University aims to ensure that job applicants and members of staff are treated solely on the basis of abilities and potential, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trade union membership or non-membership, socio-economic background or any other inappropriate distinction.

Applications should be sent to ben.duffill@mrgpeople.co.uk and michael.hewlett@mrgpeople.co.uk

Closing date for applications: Sunday 22 January 2017

Panel interviews are scheduled for: Friday 10 March 2017

The appointment will be subject to confirmation of the right to work within the UK, confirmation of higher level qualifications, satisfactory health clearance, and satisfactory references.

TERMS OF APPOINTMENT

The successful applicant will be made a permanent member of staff of the University.

The role will be based at Sussex and the remuneration package will be commensurate with the significance of the appointment and the calibre of the successful applicant.