

WEYMOUTH AND  
KINGSTON MAURWARD  
COLLEGE



One College  
One Future

# Director of Estates and Major Capital Projects



CANDIDATE INFORMATION PACK

December 2024

[www.fea.co.uk/wkmc-estates](http://www.fea.co.uk/wkmc-estates)



# Welcome



Dear colleague,

## **Director of Estates and Major Capital Projects**

Thank you for expressing an interest in the role of Director of Estates and Major Capital Projects at Weymouth and Kingston Maurward College.

Weymouth and Kingston Maurward College was formed following a merger between Weymouth College and Kingston Maurward College which took effect on 1 August 2024, following an extensive process initiated by the Department for Education and the Further Education Commissioner. I am delighted to have recently been appointed the permanent Principal and CEO of the newly merged College with effect from 1 December 2024.

Located on the stunning Jurassic Coast and in the beautiful Dorset countryside, together the College's two campuses can now offer a broader range of courses, from land-based studies to A Levels, vocational courses and apprenticeships, with exceptional levels of support to ensure students are ready for life and the world of work.

The merger has undoubtedly created a stronger and far more resilient College which will be able to build on existing partnerships with local businesses and community organisations to ensure the curriculum is cohesive and contemporary and that students leave the College with not only the skills employers need but also the attitudes and ambition to be truly exceptional employees. The College has an extensive commercial offer, across a very diverse range of areas, which complement the College's curriculum offer and give students opportunities to gain vital skills in a real world environment.

The two existing sites are very different and distinctive and there is much to be done on the alignment of systems and process, and the development of a one College culture over the next year or so. We are just in the process of defining a new mission, vision and set of values for the College and developing a new brand to propel the College into the future. These are exciting times and the perfect opportunity to join the College as it realises the wealth of opportunities provided by the merger.





I need a dynamic and experienced Director of Estates and Major Capital Projects to lead our estates service. You will provide strategic and operational leadership, ensuring the delivery of our new estates strategy and will manage major capital projects, ensuring a safe and inspiring environment for our students and staff. It is essential that you have a proven track record in project management and contract management.

I'm looking for enthusiastic, open-minded, team-focused individuals that align with the College's dynamic and innovative culture. Is that you?

This is an important appointment and to help us to find the right person, we have retained the support of FE Associates. Prior to submitting an application, interested parties are encouraged to arrange an initial conversation with our lead consultant, by emailing [Amanda.Hart@fea.co.uk](mailto:Amanda.Hart@fea.co.uk), to discuss the role before the closing date.

I look forward to reviewing your application and exploring the possibility of having you join Weymouth and Kingston Maurward College in this important role. We are excited about the opportunities the merger presents for our College and the role we play in our students' success and our local and regional communities.

**Kate Wills**  
**Principal and CEO**

# Job Description

**Job title:** Director of Estates and Major Capital Projects

**Reports to:** Chief Finance Officer

**Salary:** Competitive

## Purpose of the Job

- To lead the departmental team in creating a safe, sustainable and positive environment across all Weymouth and Kingston Maurward College campuses for all students and staff.
- Take lead responsibility for the upkeep, refurbishment and development of the College estate, including managing the relationship with the College's external contractors, leveraging best value from that relationship.
- Lead the development of a strategic programme of works, taking internal project management responsibility for major projects, with the support of the Executive team.
- Take lead responsibility for management and delivery of all strategic build and project management from inception to delivery, working to develop the detailed business cases, ensuring briefs are properly defined and agreed, through to the tender, engagement and on-site management of external advisors and contractors.
- Engage with internal stakeholders, contractors, consultants and suppliers, to manage delivery of the College's planned maintenance and refurbishment programmes, including timely identification of the requirements, cost-effective procurement and administration of out-sourced contracts and efficient internal project and contractor management.
- To represent Estates & Facilities and Health & Safety (H&S) at local and Group levels.
- To ensure the effective management and performance of the departmental team and ensure a high-quality provision.
- To ensure the achievement of both Weymouth and Kingston Maurward College and departmental strategies and workplans.
- To ensure all statutory requirements, policies and procedures are in place and effectively communicated, implemented and followed by all employees of Weymouth and Kingston Maurward College.
- To carry out all aspects of the role in line with Weymouth and Kingston Maurward College culture and values.
- To ensure the student experience is kept at the heart of everything your team does.

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The lists that follow are not intended to be exhaustive and the postholder will be required to undertake any duties commensurate with the role of Director of Estates and Major Capital Projects. The postholder will take part in an annual cycle of appraisal which will be conducted by the Chief Finance Officer.







## Responsibilities

### Specialist Area

- To oversee the day-to-day management of College buildings, grounds and facilities to ensure a safe and well-maintained environment.
- To identify and prioritise capital projects across Weymouth and Kingston Maurward estate.
- Seek and secure external funding opportunities for capital projects.
- To project manage any significant refurbishment or new build projects.
- Ensure compliance within H&S Regulations, building codes and environmental standards.
- Implement and monitor sustainable practices in estate management to ensure future proofing across Weymouth and Kingston Maurward College.
- Oversee the modernisation of mechanical and electrical (M&E) systems and processes.
- Ensure that the student voice is at the centre of any upgrade programme.
- Work in partnership with curriculum and professional support departments to understand their needs and provide innovative solutions.
- Build strong relationships with external stakeholders including the local authorities, contractors and other relevant partners.
- To monitor current leases/contracts and plan any re-contracting/tenders in good time.
- To ensure good communication of maintenance or new projects is shared across Weymouth and Kingston Maurward College.
- To ensure the optimum utilisation of sites and providing the Executive with insightful information on how this can be achieved.
- To oversee the estates revenue contracts ensuring value for money without comprising the student experience.
- To provide leadership and direct input into the achievement of the sustainability strategies across Weymouth and Kingston Maurward College.

### Budgets and Contracts

- Challenge and interrogate the College's current maintenance and building development methodologies to deliver future services that better fulfil the College's mission.
- Take lead responsibility for successful delivery of outsourced maintenance contracts.
- Ensure all significant contracts for suppliers are tendered to ensure value for money and administered to assure performance.
- Prepare budget proposals and monitor expenditure against approved budgets.

## Long Term Planning

- Manage the long-term planned maintenance and refurbishment programme. Monitor the Asset Replacement Plan and develop updates as required to meet the anticipated needs of the College.
- Ensure that sustainability and environmental issues are considered at all stages of programming and planning, including taking the lead on the College's utility management and carbon reduction targets.

## Health and Safety

- Take oversight responsibility for Health & Safety, ensuring all works are safe and compliant; that staff and contractors are aware of and comply with their Health & Safety obligations; and that clear communications on works hazards are circulated to the College community.
- Ensure the safe and secure operation of maintenance sites and all on-site works.

## Leadership

- To represent Weymouth and Kingston Maurward College internally and externally.
- To participate in the development of the College strategy and support the communication and implementation of it.
- To develop department strategies and vision that supports the overarching College strategy.
- To develop plans and objectives to support the achievement of strategy.
- To ensure department structures are effective both in terms of delivery and cost and review models to ensure development and innovation.
- To act as a mentor to those directly reporting to you.
- To be visible and appropriately accessible to your wider team.
- To participate in innovate projects and groups for the further development of Weymouth and Kingston Maurward College.
- To write and present reports to the Executive and Board of Governors and relevant Committees as required.
- To ensure compliance in all regulatory and policy requirements.
- To ensure the completion of all College wide quality and monitoring processes.
- Be accountable to the Executive for the performance of the Department.
- Play a full role with other members of the senior management team to ensure that high-quality, timely management decisions are taken.





## Management

- To ensure all employees are effectively managed on a day-to-day basis.
- To provide management of employees, including managers, through setting of standards and targets, providing regular feedback and holding people accountable when standards are not met.
- To ensure the effective performance of those reporting directly to them, and support, mentor or take action as appropriate where this performance fails to meet required standards.
- To ensure any performance management issues are effectively handled in a timely manner following policy and procedure.
- To ensure all employees are up to date on and are supported to attend all mandatory training and staff development.
- To ensure effective cover is in place at all times for the department to operate effectively.
- To support the departmental management structure in planning and implementing effective strategies to meet staffing needs.
- To ensure effective induction is in place and is carried out in a timely manner across the department.
- To ensure effective annual appraisal is carried out across the department.
- To ensure continuous succession plans are in place with opportunities for managers to step up.
- To consider what appropriate support is in place to ensure employees well-being and that it is effectively utilised.
- To effectively supervise direct reports in monitoring and managing the department's budget.
- To report any relevant information regarding the department or wider Group to your line manager.
- To ensure all targets are met.
- To attend and participate in all relevant organisational meetings.
- To undertake any other tasks reasonably requested.

## College Wide Responsibilities

- To attend other Weymouth and Kingston Maurward campuses for team management, meetings etc.
- To act as Duty Manager as assigned by rota.
- To support and participate in weekly ID checks and walk rounds.
- To support and participate in invigilation during exam periods.
- To support and participate in Weymouth and Kingston Maurward open days.
- To carry out investigations and disciplinary hearings as an independent Director.



# Person Specification

## Qualifications/Training

### Essential

- Degree, or equivalent experience, in a relevant discipline, preferably with appropriate professional qualifications relevant to the construction or building management industries.

### Desirable

- Level 5 management qualification.
- Membership of a relevant professional body.

## Knowledge/Experience

### Essential

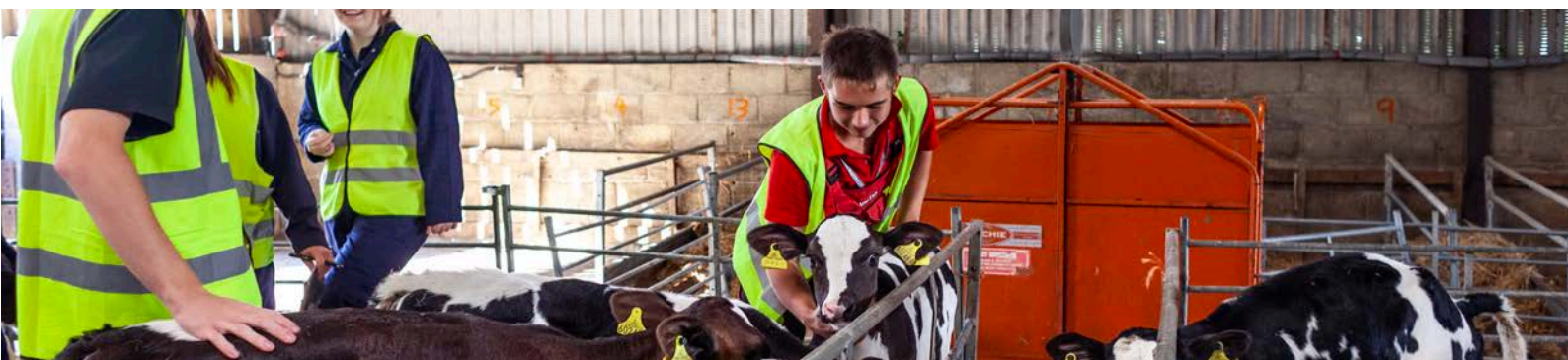
- Recent experience in a leadership role within estates and/or facilities management.
- Recent relevant experience of managing major projects.
- Experience of setting, managing and controlling a budget, particularly within project implementation.
- Demonstrable success in strategic and project planning.
- A good knowledge of Health & Safety regulations, building codes and environmental regulations.
- Experience in securing external funding for projects.

### Desirable

- Recent experience in the education/skills/training sector.

## Essential Skills

- Excellent verbal and written communication skills.
- Excellent people management skills.
- Excellent organisational skills.
- Excellent customer service skills.
- Excellent interpersonal skills.
- Excellent prioritisation skills.
- Good project management skills.
- Excellent decision-making skills and the understanding of your own authority levels and responsibility within this.
- Excellent level of numeracy.
- Excellent IT skills to include Microsoft Office (Word, Excel etc.).
- Excellent analysing skills.





## Essential Attributes

- Ability to deal with sensitive data confidentially.
- Ability to work both alone and within a team.
- Ability to work under pressure and adapt to changing workload demands.
- Ability to work to deadlines.
- Ability to build professional relationships.
- Ability to influence at all levels.
- Ability to take responsibility and exhibit leadership.
- To demonstrate the ability to work in line with Weymouth and Kingston Maurward College's values, policies and procedures, with particular reference to equality & diversity, safeguarding and health & safety.
- Demonstrates a willingness to continuously develop personal knowledge and skills.

## Additional Requirements

- Ability to travel to all campus locations for meetings, events, training etc.
- Ability to provide duty manager cover.
- Ability to adapt working hours to changing needs in the business when these occur.
- A clear understanding of the appropriate professional boundaries and relationships that should be formed and maintained with children and young people.



# Key Dates and the Recruitment Process



Closing date: **9am on Thursday 30 January 2025**

Interviews: **Monday 10 February 2025**

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We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

## Initial Discussion and Recorded First-Stage Teams Interview

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Amanda.Hart@fea.co.uk](mailto:Amanda.Hart@fea.co.uk), to discuss the role before the closing date. ***Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded.*** Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.

## Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

## Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.



# Submitting Your Application



Having obtained the full information from <https://www.fea.co.uk/wkmc-estates/>, discussed the role with Amanda Hart and scheduled your first-stage interview via Teams, you should email your application to [recruitment@fea.co.uk](mailto:recruitment@fea.co.uk) in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. **Please note, CVs will not be accepted in place of, or in addition to, the application form.**

## Email Checklist

**Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions.** These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. **An Application Form with all sections completed** including:
  - An explanation of any gaps in your employment in **section 6**.
  - A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and **not** as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
  - Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
  - **Ensure you enter your name/e-signature and date in section 11.**
  - Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – wkmc-estates - Application.**
2. **The Equality and Diversity Monitoring Form.**
  - This is a Word format document. Please click **inside** each check box that applies to you.
  - Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – wkmc-estates - ED.**