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| **University of St Andrews****Estates** **Development Manager-AD2511GB****Further Particulars for applicants** |

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| **Estates** |

THE ESTATE

The university has a large estate comprising more than 150 buildings and 220 acres of land. The estate is split across four distinct areas; Town Centre, which is integrated within the general townscape and houses Arts faculties and administrative functions; North Haugh (NH), which is essentially a separate campus style facility housing our Science faculties in addition to student residences; East Sands, home to Marine Biology, Estates and student residences; and Eden Campus, an ex-industrial site which currently hosts the new home for our professional services staff at Walter Bower House and the District Heat Biomass Energy source for 43 buildings in the town.

The University is investing heavily to further develop and expand its estate in support of its medium and long-term objectives. The Estates Development Team play a leading role in preserving and enhancing the campus environment to support the University as it reinforces its position as a World-renowned centre of learning, research and sustainable development.

ESTATES

Estates is a key support unit providing a range of functional activities that will help the University achieve its corporate objectives. It is an integrated centre of excellence responsible for implementing decisions related to the buildings, fabric and infrastructure of the University. It provides specialist advice to the University on strategic estates issues as well as its statutory obligations.

The unit currently employs around 250 staff and is committed to supporting the University in achieving excellence by providing a range of integrated services that are professional, customer-focused and designed to provide and maintain an estate that is safe, compliant and suitable for its intended purpose. We actively seek improvements in all we do and will continue to embrace the principles of sustainable development, innovation and collaboration.

The University is recognised as a leader in sustainable development practices and has a robust Carbon Management Plan in place that outlines its journey towards carbon neutrality.

In the coming years, the University will invest c£30m per annum in a programme of strategic capital developments and refurbishments across the estate.

**To apply for this post, please submit a CV and covering letter explaining why you would be a good fit for the role and what you would bring to our team, to;
Rhona Frood, Head of Development (Design & Quality) at** **rf51@st-andrews.ac.uk** **Andy Walsh, Head of Development (Commercial & Technical), (****aw275@st-andrews.ac.uk****)**

 **The job description for this role is detailed below.**

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| **Job Description** |

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| Job Title: Development ManagerSchool/Unit: EstatesReporting to: Head of Development (Design & Quality)Job Family: Managerial, Specialist & Administrative | Working Hours: Full time/36.25 hours per weekGrade/Salary Range:7/ £42,149 to £51,799 per annum Reference No: AD2511GBStart Date: As soon as possible  |

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| **Main Purpose of Role** |

Reporting to the Head of Development (Design & Quality)and working closely with the Director of Estates and Project Sponsors; the Development Manager will be responsible for the initial brief development, guiding the design intent, agreeing quality objectives and articulating the vision and project benefits associated with a range of major capital projects. In addition, you will contribute to the master planning and strategic development of the Estate working with the Head of Development (D&Q) taking a lead role in the Campus Development Framework exercises.

You will work closely with Project Sponsors and Senior Users to develop the initial project brief and Proposal documentation. Working closely with the Project Manager the role holder will provide support to Senior Users to articulate their needs in to the outline business case and full business case documentation, aligning all elements with the wider University and Estates strategies.

You will manage a portfolio of projects at inception stage typically transitioning to a Project Manager just prior to consultant and design team appointments. Post project delivery, you will undertake the RIBA stage 7 review of project deliverables, benefits and lessons learned against the original project Proposal and Full Business Case, ensuring that these are carried forward into future projects.

As a member of the Estates Development Team you will contribute to the wider objectives of the team, sharing your knowledge and expertise to the benefit of the Campus Development Frameworks, sustainability and carbon net zero targets, and continuous service improvements.

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| **Key Duties and Responsibilities** |

**General:**

1. Assist with the development of the Estate masterplan, taking account of the variety of buildings, uses and settings within the town. Assist with the coordination of projects, limiting interdependencies, conflicting priorities and overdevelopment within one area at any time, at all times limiting disruption to the University core functions of teaching and research.
2. Prepare reports and presentations for various high-level governance and stakeholder groups that communicate information clearly and persuasively to enable decisions to be made.
3. Promote Estates focussed change/design initiatives that seek to ensure the University’s facilities are designed to emulate best practise and innovation in the Higher Education sector.
4. Assist in the development and implementation of project processes and procedural documentation to provide consistency across all projects.

**Project Development:**

1. Lead the development and approval of the needs case, initial space brief and pre-approval feasibility studies, engaging with key stakeholders and external consultants as required and continuously testing and challenging assumptions to confirm needs versus desires, all to ensure that University resources are prioritised and dedicated to the appropriate developments. This will require focus on elements such as;
* space modelling using Planon space data
* timetable modelling
* articulation of key technical requirements
* articulation of design and quality standards
* establishing carbon targets
* initial project risks identified
* interdependencies identified
1. Assist the Senior User to articulate and realise the benefits to be delivered, advising on the feasibility of same within the wider University and Estate strategies.
2. Facilitate seamless handover to in-house project management personnel to lead the project procurement and delivery to completion and handover.
3. Liaise with the Senior Users and Project Manager throughout the project stages to ensure initial project benefits and user needs are being delivered, adhering to the approved governance stage, ensuring that end-user scope creep does not occur unmanaged.
4. Continuous review of design proposals to achieve consistent quality standards throughout all developments incorporating innovative design solutions where appropriate.
5. Actively liaise with the University Development Team on project fundraising opportunities.

**Operational and Professional Standards:**

1. Engage and work with colleagues to ensure that cross disciplinary activity is conducted in a supported manner to deliver best overall value for the University.
2. Encourage and partake in continued professional development. Develop and maintain strong working relationships with key internal and external stakeholders. Participate in networks at local, regional and national level in order to share ideas and benefit from best practice such as those contained within the Cole Report.
3. Continually seek improvements in service delivery and customer satisfaction.
4. Undertake training as required in new techniques/practices required of the post.
5. Facilitate compliance with all health and safety requirements of the University where reasonably practicable and provide effective management of Health & Safety standards and practices within your area of work.
6. Ensure compliance with statutory obligations where reasonably practicable and with cognisance of University’s interests.
7. Manage and monitor delegated budgets and assist in the preparation of future budget plans.
8. Understand and promote corporate targets and aspirations relating to sustainability in its wider sense and specifically energy efficiency and carbon reduction in the built environment.
9. Demonstrate the University’s Equal Opportunities Standards, and Equality and Diversity Strategy.
10. Promote and uphold the University’s values though personal example and working practices.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

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| **Person Specification**  |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

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| **Attributes**  | **Essential** | **Desirable**  | **Means of Assessment**(i.e. application form, interview, test, presentation etc) |
| Education & Qualifications (*technical, professional, academic qualifications and training required)*  | Design/Construction related Degree or equivalent.Full membership of a relevant professional body e.g. RIBA, RICS, or extensive vocational experience (10+ years) Evidence of Continual Professional Development  | Formal project management qualification e.g. APM or Prince 2 |  |
| Experience & Knowledge(*examples of specific experience and knowledge sought*)  | At least 5 years’ demonstrable experience in a similar role / environment.Demonstrable experience in developing project briefs, design and space needs analysis with user requirements developed.Knowledge and understanding of design and construction quality.Knowledge and experience of Development Frameworks or Campus Masterplanning exercises.Demonstrable track record of presenting and reporting to senior and executive management bodies. | Knowledge and experience of a large and diverse Higher Education estate or similar.Experience of post project evaluations of benefits and lessons learned. |  |
| Competencies & Skills(*e.g. effective communication skills, initiative, flexibility, leadership etc*)  | Exceptional communication, interpersonal and presentation capabilities. Strong negotiation and influencing skills, with the ability to build robust and effective working relationships.Advanced analytical and problem solving capability.Highly developed planning, organisational and prioritising skills.Ability to generate and implement innovative ideas and approaches.Capability to work under pressure, to tight deadlines.  | Current UK driving licence and entitlement to driveEffective change management skills and an adaptive approach to new ways of working |  |
| Other Attributes/Abilities  | Flexible attitude.Ability to work within a ‘Smart Working’ environmentAbility to work using own initiative.Committed team player.Excellent IT Skills. |  |  |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **Other Information**  |

**To apply for the post please send your CV and covering letter to Rhona Frood Head of Development (****rf51@st-andrews.ac.uk****) and to Andy Walsh, Head of Development (Commercial & Technical), email:** **aw275@st-andrews.ac.uk**

For all applications, please quote ref:  **AD2511GB**

Equality, diversity and inclusion are at the heart of the St Andrews experience. We strive to create a fair and inclusive culture demonstrated through our commitment to diversity awards (Athena Swan, Carer Positive, LGBT Charter, Race Charters and Stonewall). We celebrate diversity by promoting profiles of BAME, LGBTIQ+ staff and supporting networks including the Staff BAME Network; Staff with Disabilities Network; Staff LGBTIQ+ Network; and the Staff Parents & Carers Network. Full details available online: <https://www.st-andrews.ac.uk/hr/edi/>

The University of St Andrews is a charity registered in Scotland (No SC013532).

You are required to engage with the technology, systems and communication channels necessary for you to undertake your work and must update your personal details via HR Self Service whenever there is a change.

Employees with staff management responsibilities must familiarize themselves with appropriate policies.

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| **Obligations as an Employee**  |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s environmental sustainability strategy, committing the University to reach net-zero by 2035.

You are required to engage with the technology, systems and communication channels necessary for you to undertake your work and must update your personal details via HR Self Service whenever there is a change.

Employees with staff management responsibilities must familiarize themselves with appropriate policies.

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| **Who Are We? St Andrews At a Glance**  |

The third oldest university in the English-speaking world

Ranked top UK university in the [Times and Sunday Times Good University Guide 2022](https://news.st-andrews.ac.uk/archive/top-of-the-class/)

Twice named [University of the Year](https://news.st-andrews.ac.uk/archive/st-andrews-named-university-of-the-year/)

Consistently ranked [one of the UK’s top five universities](https://www.thecompleteuniversityguide.co.uk/league-tables/rankings) and top in Scotland in the *Complete University Guide*

Top in the UK for [student satisfaction](https://news.st-andrews.ac.uk/archive/st-andrews-top-for-student-experience-2/)

Research-intensive – ranked 14th in [UK Research Excellence Framework](https://www.ref.ac.uk/2014/)

Athena SWAN [Bronze Award holder](https://news.st-andrews.ac.uk/archive/athena-swan-awards/)

[Strategy](https://www.st-andrews.ac.uk/about/governance/university-strategy/) founded on ambition to be World-Leading, Diverse, Global, Entrepreneurial and Socially Responsible

Committed to sustainability and [aiming for Net Zero by 2035](https://www.st-andrews.ac.uk/sustainability/)

More than 9000 students and 3000 staff

Highly international – more than 45% of students and staff are from outwith the UK

A non-campus university, closely integrated with the ancient town of St Andrews

Top quality [sports](https://www.st-andrews.ac.uk/sport/), [music](https://www.st-andrews.ac.uk/music/) and [nursery](https://www.st-andrews.ac.uk/hr/edi/carers/childcare/nurseries/) facilities for staff and students

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| **The University & Town**  |

Founded in the early 15th century, St Andrews is Scotland’s first university and one of the oldest in the world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, [the town of St Andrews](https://en.wikipedia.org/wiki/St_Andrews) was once the centre of the nation’s political and religious life. Today, it’s a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than half of the local population.

The University of St Andrews is a diverse and international community of almost 13,000 students and staff, typically of more than 140 nationalities. It has more than 10,000 students, just over 8000 of them undergraduates, and employs approximately 3000 staff, made up of c1350 in the academic job families and c1650 in the non-academic job families.

Under the leadership of current [Principal Professor Sally Mapstone](https://www.st-andrews.ac.uk/about/governance/key-officials/principal/), the University’s [Strategy (2018-23)](https://www.st-andrews.ac.uk/about/governance/university-strategy/) is to broaden its global influence, become more diverse and consolidate its current position as the top UK university ([Times and Sunday Times Good University Guide 2022](https://news.st-andrews.ac.uk/archive/top-of-the-class/)).

The Strategy sets out the University’s ambitions to grow its international profile, champion diversity and inclusivity, expand its portfolio of world-leading research, develop stronger links with industry, and embed a culture of entrepreneurship among students and staff.

St Andrews has placed social responsibility at the heart of the Strategy, with a pledge to manage growth in student numbers, foster a growing culture of sustainability, and pursue a research and teaching agenda for the wider public good.

The University is one of Europe’s most research-intensive seats of learning. In the [Research Excellence Framework (REF) 2014](https://www.ref.ac.uk/2014/) it was ranked top in Scotland for quality of research output and one of the UK’s top 20 research universities.

St Andrews was ranked the top university in the UK in [The Times and Sunday Times Good University Guide 2022](https://www.thetimes.co.uk/article/good-university-guide-in-full-tp6dzs7wn): this is the first time in the history of the Guide, and UK university league tables in general, that a university other than Oxford or Cambridge has topped the rankings. St Andrews has consistently been ranked one of the UK’s top five universities in league tables compiled by [The Times and The Sunday Times](https://www.thetimes.co.uk/article/good-university-guide-in-full-tp6dzs7wn), [The Guardian](https://www.theguardian.com/education/universityguide) and the [Complete University Guide](https://www.thecompleteuniversityguide.co.uk/league-tables/rankings).

It is the third year that St Andrews has challenged the Oxbridge rankings, coming [second to Cambridge in 2020](https://news.st-andrews.ac.uk/archive/staff-and-students-help-st-andrews-to-league-table-first/) and [second to Oxford in 2021](https://news.st-andrews.ac.uk/archive/university-challenged-st-andrews-breaks-oxbridge/). It has frequently been rated the leading university in Scotland for [teaching quality and academic experience](https://news.st-andrews.ac.uk/archive/st-andrews-scoops-top-teaching-award/), and in the [National Student Survey 2021](https://news.st-andrews.ac.uk/archive/st-andrews-top-for-student-experience-2/) was the leading mainstream UK university for student satisfaction for the thirteenth year in a row.

In international and world rankings the University of St Andrews scores highly for teaching quality, research, international outlook and citations. It is a World Top 100 institution in the [QS World University Rankings 2022](https://www.topuniversities.com/university-rankings/world-university-rankings/2022).

St Andrews’ reputation for teaching, research and student satisfaction make it one of the most sought-after destinations for prospective students from the UK, Europe and overseas.

The University typically averages 12 applications per place and has not offered Clearing places for more than a decade. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

St Andrews holds an Institutional [Athena SWAN Bronze Award](https://news.st-andrews.ac.uk/archive/athena-swan-awards/). Sixteen Schools hold [Bronze Awards](https://news.st-andrews.ac.uk/archive/university-secures-gender-equality-awards/), while the Schools of Physics & Astronomy and Psychology & Neuroscience have achieved [Athena SWAN Silver Awards](https://www.st-andrews.ac.uk/hr/edi/sex_gender/athenaswansupport/), and the School of Biology holds a [Gold Award](https://biology.st-andrews.ac.uk/edi/2021/05/10/school-of-biology-receives-an-athena-swan-gold-award/).