



WESTON
COLLEGE



DIRECTOR OF ESTATES AND HEALTH & SAFETY

Candidate pack

WELCOME FROM THE PRINCIPAL

Welcome to Weston College and can I take this opportunity to thank you for your interest in joining us as a senior member of staff. The College is the fifth in my career and I am extremely proud to work with a team of staff at all levels who show immense dedication and passion for the learner. I joined the College in January 2001 and it would be fair to say that the challenges and opportunities have been great – many realised through hard work and dedication of staff across the organisation.

We are a large College, but we are a caring college, wherever possible I still interview for every post and recognise the significant value that able and committed staff bring to this organisation. I am conscious of the major challenges that our sector faces, but despite this much has been achieved by Governors and staff. The learner is our business, as is enabling career routes for our learners and meeting the training needs of business and industry. Our accolades have been significant, including Ofsted Outstanding in December 2013; Beacon Awards; Queen's Anniversary Prize; TES Leader of the Year; Lloyds Bank Employer of the Year (2019); TEF Gold; Investors in People Platinum status.

To work at Weston College, you need to be a special individual with the ability to think outside the box and harness opportunities. You must be resilient and be ready to advance our profile further. This is a role for someone with entrepreneurship, capacity for hard work and dynamism. Equally it is not a role for someone who wants a 9-5 role, with limited responsibilities or a quick route to promotion – this is Weston College where we enhance the lives of our learners and staff alike.

With best wishes,

Dr Paul Phillips, CBE

Principal & Chief Executive



INTRODUCTION TO THE WESTON COLLEGE GROUP

9th

largest college group
in the country

£18m

invested in new
training facilities over
the last 12 months

£61m

turnover

850+

staff members

30,000

enrolments

2,500

business partners
across the country

174

full-time courses

70

apprenticeship
frameworks and
standards

200+

part-time courses

4

campuses

97%

apprentice employer
satisfaction rate

99%

A Level pass rate

Plus achieving:



INVESTORS IN PEOPLE™
We invest in people Platinum

CAMPUS LOCATIONS



A NOTE FROM THE CHAIR OF GOVERNORS

I joined the Governing Body of Weston College many years ago, but in 2019 I was privileged to achieve the role of Chair of the Governing Body of Weston College. In this role I am supported by a team of Governors, including two Lead Governors, Chris Carter and Jo Midgley. Chris's background is as a highly successful lawyer and lead of a practice in Weston super Mare and Jo is the Pro-Vice Chancellor, Student Experience at UWE Bristol. My own background is in Finance and has also included major work in the Arab Emirates et al. Together Chris, Jo and I make up the Remuneration Committee of the College, where senior appointments are made for the organisation.

If you are successful you will be joining a college led by Dr Paul Phillips CBE. Dr Paul joined us in 2001 and since that time the College has grown in size, reputation and standing in the West of England and indeed FE sector of the UK. The College is singularly focussed on the journeys of each and every learner and we have had significant success through our development. At the current time we are exploring international development opportunities as well as entering into new delivery contracts, many of which emanate from the levy opportunities now available.

From my perspective as Chair, I am obviously focussed on the ongoing development of the College. We as a Governing Body are also looking at the need for expansion of our Leadership Board so that we fill existing vacancies and maximise the support for the Principal. I look forward to receiving your application.

With best wishes,

Andrew Leighton-Price
Chair of Governors



MISSION, VALUES AND AIMS

Our Mission

'**Creating brighter futures**' is the underpinning mission and purpose of the Weston College Group. It is driven to achieve this for all its learners and staff through the development of a learning and working culture that is inclusive, aspirational and focused on assuring success and progression.

Our Values

- We will put the **L**earner first
- We will be **E**ntrepreneurial in approach and innovative in our thinking
- We will be **A**mbitious and aspirational
- We will value **D**iversity and celebrate success
- We will **E**nable collaboration and work in partnership
- We will be **R**esponsive to the needs of individuals, business and the community
- We will provide a **S**afe and sustainable place to study and work
- We will be **LEADERS** in our field and have a reputation for excellence.

Our Aims

- Provide a safe, supportive and inclusive learning culture where learners can thrive
- Meet the needs of employers, the local economy and regional skills shortages through a curriculum offer that puts employability at its centre
- Develop partnerships, collaborations and models of learning that increase opportunity for different groups of learners within their immediate locality
- Enable learners to succeed, progress and meet future challenges by providing high quality teaching, learning and assessment
- Harness and use technology to support innovation in learning and smarter, more efficient working practices
- Remain a financially robust, sustainable and resilient organisation that can continue to develop and invest in its facilities, infrastructure and workforce.



OVERVIEW OF THE WESTON COLLEGE GROUP



Weston College is a general college of further and higher education in Weston-super-Mare, delivering education and vocational training to students aged 14 and above. It is regarded as one of the top further education colleges in the UK, and is the only college in the West of England to be rated 'Outstanding' by Ofsted. The College provides education to approximately 30,000 learners across the UK.



University Centre Weston (UCW) offers over 40 courses across a number of vocational and academic subject areas. UCW delivers the courses in partnership with Bath Spa University and the University of the West of England, Bristol. UCW is rated 'Gold' in the Teaching Excellence Framework, meaning the learning, teaching and outcomes it provides for students are of the highest quality in Britain.



Inspirational Events and Investments Limited is a subsidiary company of the Weston College Group. It runs the Winter Gardens Pavilion, Lasseter's Restaurant, the Florentine Bistro, and the Lauriston Hotel. The company was incorporated in March 2017 and has already made a significant contribution to the regeneration of Weston-super-Mare.



Weston College's Prison Education provision is a top-performing provider of offender and detainee learning. The service is recognised for its excellent teaching, learning and assessment; the positive outcomes it achieves for learners; and its partnership approach to business planning, which ensures that the curriculum meets learners' and employers' needs.



Forward Futures Limited is the College Group's in-house recruitment agency. It provides high calibre associates to the Weston College Group and its key services, such as offender learning. Forward Futures is often the first step for applicants interested in beginning a career with the College, either on a cover/supply or longer assignment basis.



The West of England institute of Technology (WEIoT) is one of only 12 national Institutes of Technology licenced by the Department for Education to support local employers develop higher level skills and train employees for the jobs of tomorrow. It is a consortium of education providers and key employers across the area; led by Weston College.

CHAIR OF CORPORATION AND GOVERNING BODY

Governor	Role	Background
Paul Ashbee	Governor	Industry
Mark Canniford	Chair of Audit Committee and Lead Governor for Safeguarding	Commercial
Chris Carter	Vice Chair of Corporation and Chair of Finance Committee	Legal
Tim Cowley	Vice Chair of CQC Governance Committee	Industry and Legal
Gemma Day	Governor	Commercial and HR
Ann Driver	Governor	Education and Governance
Simon Earles	Governor	Industry
Andrew Leighton-Price	Chair of Corporation, Chair of Forward Futures, Offender Learning Services, SOMAX, Inspirational Events and Investments and Releasing New Potential	Audit and Finance
Jo Midgley	Vice Chair of Corporation and Chair of CQC Governance Committee	Higher Education
Grahame Paine	Governor	Health and Education
Maxine Park	Staff Governor (Associate)	Education
John Penrose	Corporation Associate	MP for Weston-super-Mare
Dr Paul Phillips	Principal and Chief Executive	Education, Business and Finance
Ian Porter	Lead Governor for Health and Safety	Industry
George Reah	Corporation Associate	Audit and Finance
Fiona Waters	Staff Governor (Non-academic), E&D, Looked After Children and Mental Health Lead	Education
Katie Wilkinson	HE Governor	Education
Dr Paul Phillips	Principal and Chief Executive	Education, Business and Finance

JOB DESCRIPTION

Post Title: Director - Estates and Health & Safety

Grade: Director Scale 13-18 - £54,135-£60,828

Responsible for: Reporting to the Chief Operating Officer, the postholder for this new role will be directly responsible for the delivery of the College Group's Estates and Health and Safety function, ensuring alignment with the strategic direction of the College and its Estates Strategy.

Weston College is a fast paced organisation which has diversified and grown significantly over recent years. In addition to A level provision, it has a growing degree programme as well as vocational opportunities with high numbers of apprentices. The College also provides prison education in the South west and South East and operates a hotel and conference centre. Furthermore, building on its well established reputation, the opportunity to further expand its commercial contract activity is expected to come to fruition in the coming months.

The Estates strategy must be developed to support the strategic aims and objectives of the College. The provision of high-quality buildings, facilities and equipment to support our curriculum and business engagement brief is critical to all aspects of our strategic plan, values, vision and commitments.

The strategy and moreover its ownership will take into account the current and anticipated environmental context facing the College and simultaneously ensure Health and Safety is integral to the organisation and is a highly visible and impactful service. The post is purposefully broad in scope, requiring confidence, credibility and high levels of responsiveness to drive excellence in a demanding role which must balance strategic vision and financial acumen with customer satisfaction across the Group. It is a high-pressure role in which making responsible decisions, problem-solving, constantly meeting tight deadlines and dealing with heavy burdens of work load and responsibility are the norm. It will require an individual with a firm but fair approach to dealing with high performing and exceptionally busy staff teams.

The successful incumbent will be an impressive role model, who demonstrates a drive to achieve and an ambitious, strong work ethic in their teams, whilst also conducting themselves in a highly corporate and professional manner engendering confidence and trust in their judgement, problem-solving decision-making ability. At the same time the individual must be able to respond quickly and robustly to a wide and varied scope of situations.

The role will demand an approach that looks at alternative ways of working, mitigates risks, drives down costs, strives for ways to constantly improve, as well as add value proactively.

Exceptional interpersonal and communication skills are essential for this demanding role, as well as the ability to eloquently convey complex ideas and keep large multi-dimensional teams motivated and working together in the most efficient and productive ways possible.

The ability to convey and share complex data in an open, clear and understandable

way to direct reports, customers and superiors is critical to the role, in order to inform strategic and operational decisions of significant importance. The role will demand the capacity for exceptional team working and negotiating skills across the Group, as well as the ability to manage upwards and engender confidence from Corporate Leadership Board as well as governors and stakeholders in decisions and judgement at all times.

Job Purpose

To manage all aspects of the College's estate, its related resources and facilities to provide a physical support environment commensurate with the College's corporate objectives;

To provide long-term comprehensive and integrated physical resource planning for the College, its faculties and departments, creating the basis for maximising the full potential of the College's physical resources;

In addition, there will be a requirement to review and recognise the digital infrastructure needs and developments and how they impact upon the Estates Strategy which will necessitate updating on an annual basis;

To provide autonomous, authoritative and decisive leadership and management of health, safety & environmental matters for the College as a whole;

To provide strategic leadership and effective management of the Estates and Facilities Department and to manage and be accountable for the efficient and effective provision of comprehensive client centred services for estates planning, management and facility support activities;

The principle responsibilities of the post will be to ensure that the department of Estates and Health and Safety is:

- strategically focused to support the achievement of the college's key corporate objectives in the development of the estate and its services;
- well managed and operationally effective, having in place robust and efficient systems and processes relating to all aspects of its activities;
- underpinned by a strong service ethos which places its students and staff and at the forefront of all its activities.

To work constructively with a wide range of staff in pursuit of the College's objectives and fulfilment of its plans, and ensure effective communication with key stakeholders, including the Health and Safety Executive, appointed contractors and specialist services, such as architects;

To build close working relationships with the College Leadership Board and senior administrative and academic colleagues and to nurture a strong sense of teamwork among managers and staff in the Estates Department;

To contribute effectively to the college's strategic and corporate planning processes, with special reference to the physical environment, and how it creates the "X" or "wow" factor for learning as well as providing a sustainable approach to development;

Ensure all capital projects and programmes are delivered on time, procured in line with the College's rules and regulations, demonstrate value for money and are delivered in budget;

To provide leadership to all staff in the department, ensuring that the necessary skill and

competency levels are in place, developed or acquired and that a strong service ethos is provided to all staff and learners;

To liaise with DfE, ESFA, OfS and other external agencies as necessary on capital building projects and with local authorities on planning questions;

To ensure that new build and refurbishment works meet current best practice for environmental sustainability;

To design and implement an energy conservation programme utilising new technologies to reduce costs and meet environmental carbon emissions and to monitor, analyse and reduce energy consumption; and

To develop and implement relevant policies to ensure the College Group remains wholly compliant at all times, whilst allowing teaching and learning to flourish and seize the opportunities presented.

Qualifications and Experience

- The postholder will be educated to NEBOSH diploma standard, and preferably NEBOSH masters standard and will be able to demonstrate a substantial degree of relevant senior management experience in Estates and Facilities Management, with a successful track record of operating at a high-level strategic and autonomous level in pressurised situations.
- The postholder will be able to demonstrate wider qualification experience such as completing a National Certificate in Fire Safety and Risk Management, and may also possess a recognised qualification in Environmental Management.
- The post holder will be required to demonstrate an ability to lead in a large and complex organisation and be able to manage a complex property estates and facilities portfolio, staff and budgets, taking people with them and engendering a high degree of confidence in the post holder's judgement and decision-making abilities.
- Demonstrable track record of a mindset that treats colleagues in faculties, departments and divisions as customers, recognising that these groups are reliant on a swift, proactive and accurate service to fulfil their obligations to learners or staff.
- Demonstrable quality of leadership and the personal skills required to develop and lead an effective and well-motivated, multi-disciplinary and multitask estates and facilities team will be essential.
- The post holder will require a sound understanding of the legal and financial processes of major property projects and transactions and will have broad experience both in the preparation and control of programme of works, capital construction projects and in managing facility operations and maintenance services
- An ability to lead by example will be key, with the mindset to develop and nurture the talent of colleagues, as opposed to an automatic delegatory approach or response.
- High level strategic planning and organisational skills, including a confident

financial approach to forward planning and forecasting will be required together with the ability to respond appropriately to user demands and expectations.

Budget Responsibility

The post holder is required to ensure that the areas under their direct or indirect responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Group at all times. This will include relevant liaison with the Director of Finance for the College Group.

Continuing Professional Development

The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.

The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating.

Health And Safety

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the environment. and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
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- To report immediately any defects in plant, equipment or the environment.

Equality & Diversity

The College is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College Equality policy as appropriate.

Safeguarding Children And Vulnerable Adults

The College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken.

Group Policies And Procedures

All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

HOW TO APPLY

To apply

Visit www.weston.ac.uk/jobs and complete the online application form.

For any enquiries

Please contact the Weston College Group Human Resources Department at HR@weston.ac.uk

Knightstone Campus

Knightstone Road
Weston-super-Mare
BS23 2AL

Winter Gardens

South Parade
Weston-super-Mare
BS23 1AJ

Loxton Campus

Loxton Road
Weston-super-Mare
BS23 4QU

Construction Training Centre

Locking Head Drove
Weston-super-Mare
BS24 7NA

South West Skills Campus

Locking Road
Weston-super-Mare
BS22 8NL

01934 411 411

www.weston.ac.uk

enquiries@weston.ac.uk

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