

HAY JOB PROFILE

Job Title: Estates Capital and Strategy Manager
Department: Office of the Police, Fire and Crime Commissioner
Reports To: Head of Estates
Location: Police Headquarters

All employees must ensure compliance with the Cumbria Constabulary Health and Safety Policy, and all other relevant statutory health and safety Legislation.

This job profile has been written primarily for evaluation purposes and may not detail some less major duties allocated to the postholder, nor cover duties of a similar nature, commensurate with the grade, which may from time to time be reasonably required by the relevant manager.

1. JOB PURPOSE

- 1.1 The Estates Capital and Strategy Manager, reporting directly to the Head of Estates, is responsible for delivering a complex transformation programme of work to the police and fire estate. They will make targeted capital investment and use collaborative working to develop and deliver estates initiatives to support the investment in and transformation of our blue light estate. In addition, they will assist with development of the estate strategy, the associated capital investment plan and wider estates related initiatives.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1. The post holder will develop the transformation and improvement plan, making targeted investment in buildings to deliver maintenance and improvement works to our buildings.
- 2.2. Manage both the planned maintenance and capital improvement programme, identifying schemes to be undertaken and delivering these from inception through to completion, collaborating closely with operational colleagues across the blue light estate.
- 2.3. Drive improved estate performance and efficiency through targeted investment, producing evidence-based outcomes through reports and benefit realisation indicators.
- 2.4. Develop the estate strategy across the blue light estate and produce capital investment plans.
- 2.5. Manage, control and regularly update the Head of Estates on all expenditure and progress in respect of the transformation, maintenance and improvement programme.
- 2.6. Prepare of feasibility and scoping studies; project management reports including business cases, , project risk registers and decision logs.
- 2.7. Appoint and manage our consultants to ensure they are delivering works to the required budget, on time and required specification.
- 2.8. Proactively engage with stakeholders to produce programmes of investment which meets their

operational needs.

- 2.9. Undertake the procurement, tendering and evaluation of capital projects including writing the specification and user requirements, evaluating the tender returns in line with the prescribed arrangements, financial regulations and standing orders. Appraise and evaluate the bids based on the pre-designed evaluation methodology.
- 2.10. Carry out compliance testing/surveying of work performed to ensure the work delivered is free from defects, review outcomes and produce reports setting out benefit realisation.
- 2.11. Such other duties at a comparable level of responsibility, relating to the work of the department as may be required.

3. DIMENSIONS

- 3.1 The post holder will need to improve estate performance and efficiency. It has budgetary responsibilities for the agreed capital programme. They will be required to undertake work packages to deliver objectives for several different projects in parallel and develop a comprehensive programme of estate capital investment.
- 3.2 The post holder will work on projects which are crucial to both the police and fire core business, which have significant strategic impact in terms of planning or co-ordination for the business, covering the estate portfolio for both strategic and non-strategic projects of all scales.
- 3.3 The post holder may be required to train, mentor and supervise other estates staff, operational colleagues and managers to ensure effective delivery of all capital projects.

4. KEY FEATURES

4.1 Framework and Boundaries

Governed by the terms of the agreed improvements plans there is an overarching requirement to work within fire and constabulary policy and project management standards and within guidelines set out by the Head of Estates.

Whilst the post holder will work in accordance with procedures, methods and standards set by the Head of Estates, they must be able to work largely autonomously to deliver the required objectives.

All work must be undertaken to best practice. This includes the recommendations as made by the Chartered Institute of Building, Institute of Building and Maintenance Management and the Royal Institute of Chartered Surveyors.

4.2 Important Working Relationships

Internal

Fire service SLT and station managers

Police command teams

Head of Estates

Police and fire estates and staff

Police and Crime Commissioner office

Commercial Department
ICT and health and safety.

External

Professional Consultants
Contractors and Suppliers
Local Building Control Departments
Local Planning Departments
HMIC Estates Unit

Capital Budget

Indicative programme 2024 – 2025 £1 million.

4.3 Major Challenges

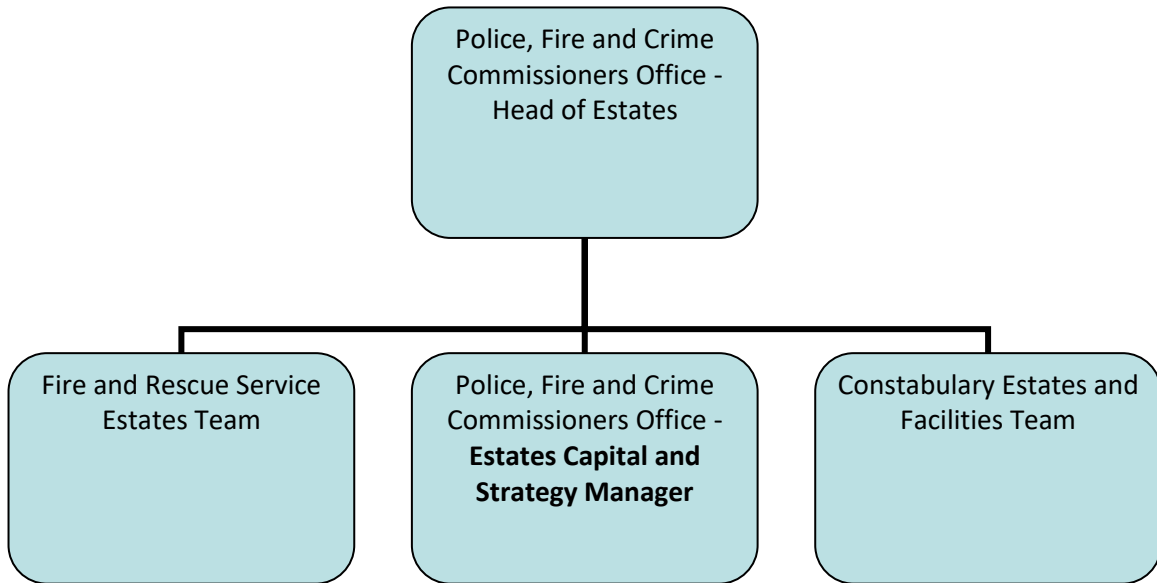
The ownership and management of the police and fire estate has recently come under control of the Police, Fire and Crime Commissioner. There is a requirement to deliver joint estates related activity across both police and fire and improve estates performance, compliance, and efficiency.

The postholder will develop programmes which deliver these. In addition, they will help shape and develop our future estate strategy and identify opportunities for developing and delivering initiatives which transform our blue light estate.

4.4 Knowledge, Skills and Experience

- Strong leadership and the ability to make positive change.
- The ability to think creatively to solve problems.
- Previous project and planning management experience of delivery of estate capital works within a large organisation, ideally public sector and with a large estate of property of varying types and ages.
- Demonstratable knowledge of developing and delivering estate transformation through the production of strategies and business cases.
- Leadership and management of a multi discipline technical team.
- Excellent report writing skills with the ability to be concise and influence.
- Ability to appoint and set specifications of work for the appointment of consultants.
- Experience of appointing and managing contractors, setting work targets and monitoring performance indicators.
- Clear understanding of the building regulations/planning procedures.
- Knowledge of current legislation.
- A good understanding of landlord and general property matters.
- Ability to work as part of a team and on own initiative.
- Ability to provide a customer focused delivery of services.
- Resourceful and resilient.
- Excellent planning and organising and skills.
- Good communication and team working skills.
- Experience of working with staff from many disciplines/areas of work
- Ability to work to deadlines and balance conflicting priorities.
- Driving Licence.

5. ORGANISATION CHART



Agreed by Post Holder: _____ Date: _____

Line Manager: _____ Date: _____

Head of Department/
Division: _____ Date: _____

**CUMBRIA POLICE FIRE AND CRIME COMMISSIONER
PERSON SPECIFICATION**

JOB: Estates Capital and Strategy Manager

LOCATION: Police, Fire and Crime Commissioners Office, Police HQ

POST No:

	ESSENTIAL	DESIRABLE
<p>Experience and Knowledge</p> <p>Skills & competencies required. Eg Geographical knowledge of the area, familiarity with certain legislation.</p>	<p>Previous experience working within a project environment, ideally including experience of managing significant work packages within projects and undertaking estate transformation.</p> <p>Previous experience of developing and implementing estates strategies and investment programmes.</p> <p>Stakeholder management skills, including ability to engage and influence complex customer and supplier environments.</p> <p>Experience and evidence of developing business cases and delivering objectives within set timescales.</p> <p>Experience in wiring specifications, appointing and managing contractors and consultants.</p> <p>Thorough understanding of the workings of an estate/property department and knowledge of the roles of specialist consultants.</p> <p>Working within budgets, programme, restraints and managing budget reconciliation/setting.</p> <p>Experience of managing several pieces of work</p>	<p>Knowledge and experience of building and other legislative regulations.</p> <p>Demonstrate an experience of undertaking work in a similar public sector environment.</p> <p>General understanding of the importance of statutory compliance within the property/estate discipline.</p>

	<p>simultaneously.</p> <p>High level of communication skills, both verbal and written to enable complex detailed reports to be compiled in a clear and concise manner.</p> <p>Ability to influence and communicate with others.</p> <p>Ability to prioritise own and other workloads. Excellent planning and organisational skills.</p> <p>Good IT skills including all Microsoft applications.</p>	
<p>Education and Training</p> <p>General education Specialist training</p>	<p>Degree in estates, architecture, building, engineering or facilities management.</p> <p>Professional or part professional membership of a professional body.</p> <p>Leadership qualification or demonstratable experience.</p> <p>Project management qualification.</p>	<p>Evidence of continuing professional development including CPD activity.</p> <p>Understanding of property law.</p> <p>Leadership qualification / training.</p>
<p>Policing Professional Framework</p>	<p>Decision Making</p> <p>Openness to Change</p> <p>Leading People</p> <p>Managing Performance</p> <p>Service delivery</p> <p>Professionalism</p> <p>Public Service</p> <p>Working with Others</p>	

<p>Circumstances</p> <p>Eg: Driving licence/mobility Shift working Unusual/irregular working hours Standby/callout</p>	<p>Valid driving licence. Ability to travel outside Cumbria for meetings.</p> <p>Ability to travel to all locations across Cumbria to gather requirements, meet users and to support transition into new premises.</p> <p>Ability to perform on call-rota duties.</p>	
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