West Yorkshire Fire & Rescue Service

Job Description.

**Post Title: Head of Estates**

**Grade: EO2**

**Responsible To: Director of Service Support**

**Purpose Of Post: The post will ensure that the Fire Authority’s properties are safe and well-maintained meeting the needs of a modern fire and rescue service. As Head of Estates the role will provide strategic leadership and management in all matters relating to estates, property and facilities. The role will fulfil the role if ‘’intelligent client’’ in managing the performance of property services and in representing the Authority’s interest.**

# Organisational chart.

# Main duties and responsibilities of the role.

1. Lead the property team ensuring that a culture of continuous improvement and performance is embedded and sustained.
2. Lead the property team in line with the services corporate strategy, policies and procedures, emphasising the cultural changes and innovations essential to modernising the fire and rescue service.
3. Develop and implement the estates strategy ensuring it aligns with the Authorities objectives and Community Risk Management Plan.
4. To be responsible for ensuring compliance in all matters relating to relevant mandatory regulations (health & safety, environment and financial etc), and appropriate best practice standards and guidance.
5. To work with operational and non-operational colleagues to develop business cases to support the need for capital investment.
6. Be responsible for the definition and management of the estate’s capital programme. Including the development of presentations, reports and business cases and that business justification is presented for allocation of capital and revenue funding to the Authority, Committees, Executive Leadership Team and Senior Leadership Team.
7. To develop, monitor and regularly report on a Performance Management Framework of key performance indicators, service standards and where appropriate, benchmarks with other organisations and public sector bodies, ensuring optimal performance and managing continuous improvement.
8. To adhere to CPR and develop a compliant property procurement strategy in consultation with the Head of Procurement.
9. Drive value for money, efficiencies and economies whilst achieving quality and compliance across the estate and facilities.
10. Be responsible for departmental budgets and manage expenditure in line with financial procedures and regulations.
11. To directly manage strategic contracts e.g., new build consultants and contractors to ensure contractual terms and conditions, programme delivery, cost containment and to control and manage risks and variations.
12. To ensure the capacity and capability of the Property Services team to delivery property services efficiently, effectively and in a timely manner.
13. To collaborate with other Emergency Services and Local Authorities in the region with the aim of sharing knowledge and best practice; and to identify and report any opportunities for shared use of services and resources that would result in greater efficiency.
14. Be an active member of the Senior Leadership Team and Crisis Management Team to provide advice and support on property related matters.
15. To act as the Senior Responsible Officer for major change programmes when required.
16. To negotiate and agree and terminate tenancy or shared use agreements as necessary, safeguarding the Authority at all times and minimising any adverse liabilities.
17. To manage the acquisition and disposal of land, property and assets in a timely manner in accordance with Financial Regulations, optimising Capital receipts and always ensuring value for money.
18. To undertake all other duties that would reasonably be expected of a Head of Estates.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:
* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.
1. A satisfactory Standard Disclosure and Barring check is required for the role.
2. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Successful track record of working in a senior Estates and Facilities role within an environment of comparable scale and complexity. | Essential | Application & Selection Process. |
|  | Strategy development, project management and implementation of major projects including new builds and refurbishments. | Essential | Application & Selection Process. |
|  | Tendering and contract management of high-value, multi-disciplinary, complex works contracts. | Essential | Application & Selection Process. |
|  | Successful track record of performance management, delivering challenging targets and achieving results | Essential  | Application & Selection Process. |
|  | Preparation and management of significant Capital & Revenue budgets. | Essential | Application & Selection Process. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | A BSc (hons) or equivalent in an appropriate subject area and demonstratable professional experience. | Essential | Application.  |
|  | Membership of relevant professional body e.g. Royal Institution of Chartered Surveyors (RCIS), Chartered Institution of Building Services Engineers (CIBSE), Chartered Institute of Building (CIOB). | Desirable | Application & Selection Process. |
|  | Knowledge and thorough understanding of relevant aspects of Health & Safety legislation (e.g. Buildings, Fire, Disability, Asbestos etc) and related implications. | Essential | Application & Selection Process. |
|  | Knowledge of and experienced in managing environmental, energy conservation and sustainability matters. | Essential | Application & Selection Process. |
|  | Working knowledge and experienced in relevant forms of contract; typically, JCT and NEC. | Essential | Application & Selection Process. |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Excellent interpersonal and communication skills. | Essential | Interview |
|  | Visionary and Strategic Planner– being able to see and sell the bigger picture. | Essential | Application & Selection Process. |
|  | Motivational - with the ability to listen and communicate effectively. | Essential | Application & Selection Process. |
|  | Confident – with well-developed leadership and managerial skills. | Essential | Application & Selection Process. |
|  | Results orientated - with the ability of solve problems, manage performance and deliver excellent customer services. | Essential | Application & Selection Process. |
|  | Experienced in Change Management and in driving Continuous Improvement. | Essential | Application & Selection Process. |
|  | Innovative and Challenging – to achieve efficiencies. | Essential | Application & Selection Process. |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential. | Selection Process only. |
|  | Demonstrates commitment to taking a leading role in driving forward WYFRS’ commitment to Equality & Diversity, NFCC Core Code of Ethics and WYFRS values**.** | Essential. | Selection Process only. |
|  | To hold and maintain a current full UK valid car driving licence.  | Desirable | Application & Selection Process. |

Job Description last updated: **29/01/2025**