FURTHER PARTICULARS OF ROLE

Director of Commercial Estates and Services

Edinburgh

Permanent
Full Time
£83,860 - £93,104 per annum

Reference: CFPS/CES/032/26
Closing date: 29th November 2026

GROUP

Professional Services – Campus and Estates Services

ROLE REQUIREMENTS AND RESPONSIBILITIES

Detailed below are the job description, person specification and qualifications listing the essential and desirable requirements for the post, which will be used as the basis for shortlisting. When applying for the post please use the 'Supporting Statement' section of the application form to address the list of requirements indicating how your qualifications, experience, skills, knowledge and disposition match the qualities in the list, together with examples if possible.

JOB DESCRIPTION

The Director of Commercial Estates and Services is responsible for designing, developing and implementing strategy, operations, upkeep and compliance of SRUC's complex and evolving estate, including leadership of Campus & Estate Services, Facilities Management, Energy and Environment, Health & Safety, Commercial Estates, Residential Service and Commercial Physical Services (Comprising of Eurofins, CEU and Commercial Trials).

In this role you will lead as SRUC's 'corporate landlord', responsible for ensuring that SRUC's Estates strategy supports the delivery of the institutional strategy and provides quality, efficient, commercially competitive and financially viable buildings and related services.

You will have overall responsibility for the SRUC's entire campus assets, property, land, infrastructure and commercial service delivery, including its safety, compliance, strategic, operational and financial management, and ensuring the successful and cost-

effective delivery of customer needs through capital projects, refurbishment, maintenance and sustainability. This will include the on-going review and production of cost-effective maintenance programmes, development of policies and procedures in compliance with Health and Safety regulations, maintenance of buildings cost data and the effective deployment of resources.

You will advise and work with the Executive Leadership Team and Board to develop and implement SRUC's Estates Strategy to develop the sites as necessary in order for the effective delivery of SRUC's academic/research/commercial and financial ambitions.

A key aspect of this role is the aim of maximising and leveraging commercial returns from SRUC's estates, residencies, assets and physical services in developing a clear strategy and supporting operating model which can deliver on ambitious financial outcome targets.

MAIN DUTIES

The Director - as the specialist in land, property management and Landlord/Tenant, is responsible for the overall leadership, co-ordination, management, supervision, decision making and direction of operational buildings, land, commercial and leased property portfolio, client/partnership, stakeholder and tenant relationship management. This includes leading on development and implementation of strategic estate change and supervising the work plans and delivery standards across the other schools and commercial ventures in relation to the full property, facilities management, H&S and commercial service departments.

You will lead the people services teams; including responsibility for ensuring the provision of effective business partnering to all Divisions/Departments by ensuring that the team are capable of and undertake to add value by:

- Supporting and influencing strategic and operational decisions, by advising on planning assumptions, external and internal context, benchmarking and opportunities.
- Analysing, advising on and mitigating risk to SRUC by reviewing procedures, legislation and risk registers.
- Taking responsibility for ensuring consistency, efficiency, effectiveness, integrity and business focus of all related systems and processes.
- Challenging behaviour that disregards SRUC's values, procedures, polices and departmental objectives.
- Leading the departments to ensure the presentation of a high-quality working environment for learners, staff and tenants and the availability of accommodation and related services commensurate with a high-quality learning experience.
- Lead, develop and coach a core team of subject professionals in developing and improving operation delivery, legislative and compliance standards across the

institution with direct responsibility for the provision of professional and value-added business partnering and expert guidance throughout the institution.

- Having responsibility for SRUC's management of campus infrastructure ensuring that it is operating effectively, and cost-efficiently e.g. (high standards of utilisation and space management) and meets user requirements.
- Provide strategic leadership, direction and customer focus on estates matters including capital building, equipment procurement, engineering compliance, maintenance and refurbishment to provide an efficient and cost-effective estate which meets stakeholders' needs.
- Develop a long-term maintenance and refurbishment programme to address SRUC's ageing estate, including measures for improved environmental and sustainability outcomes.
- Engage with stakeholders to transform the service to support SRUC strategy and develop key performance measures to ensure that the highest customer service levels are maintained.
- Ensure that all services are led efficiently, effectively, and in line with customer needs and all health, safety statutory and regulatory requirements. Ensure that these services deliver value for money for SRUC.
- Develop and implement a smart campus programme to ensure high utilisation, flexibility and service levels across the estate
- Take the lead in providing good governance and management of overall budget, within the framework of SRUC's Financial Regulations and policies - always ensuring best value.
- Provide specialist and strategic advice on estates/building options to enable SRUC to develop and grow its services to students, staff and other stakeholders.
- Maintain a comprehensive and up-to-date database and graphical information system of SRUC's entire estate and take responsibility for the accuracy of SRUC's estate data submissions.
- Partner with external stakeholders, including the planning council and other statutory bodies, to deliver strategy and services.
- Ensure and enhance the Estates provisions to be inclusive, meeting the needs of disabled and other groups which need to be supported under our equalities and diversity policies.
- Proactively input into and deliver SRUC's carbon reduction plan and other sustainability targets.
- Maintain the highest standards of health and safety.
- Provide strategic and professional advice to the SRUC's ELT and SRUC's committee and board meetings as required.
- Lead and drive on the growth of commercial activities, seeking new opportunities to generate income stream.

In this role, you will report directly to the Executive Leadership Team (ELT) and will advise and work with the ELT/SRUC Board as required.

Athena SWAN Member ELT GENDER CHARTER
scqf Inclusive Recruiter
The Queen's Anniversary Prizes 2023
disability confident EMPLOYER

Key leadership areas:

- Campus & Estates Services
- Commercial estates & services
- Lease portfolio & estate contracts
- Facilities Management
- Health & Safety
- Sustainability/energy management
- Catering
- Cleaning
- Residences
- Physical Services (Eurofins, Trails and CEU)

Line management and leadership responsibility for a team of (currently) 58:

- 3 direct reports (Grades 1 to 3)
- 55 indirect reports (Grades 7 to 3)

Responsible for the Campus and Estates Services (including Health and Safety, Facilities Management and residences), Physical Services and Commercial Estates budget amounting to approximately £14 million per annum.

You will perform additional duties as directed from time to time by the Line Manager.

The post holder must use their initiative in the conduct of their work and apply sound judgement at all times to ensure that they conduct themselves within the framework of SRUC regulations and procedures.

PERSON SPECIFICATION:

Competences	Essential	Desirable
Education / Qualifications	• The post-holder should be educated to SCQF Level 9, with a degree in a relevant discipline or able to demonstrate equivalent relevant professional experience. • Evidence of continuous professional development.	
Skills / Abilities	• Confirmed ability to handle a diverse portfolio of work and associated risks within budget • High level strategic planning and organisational skills, including forward planning, forecasting and delivering agreed strategic goals.	

	• Outstanding communication skills with a high level of interperson al skills and integrity • Excellent coaching, leadership, presentation and facilitation skills • Excellent leadership skills, someone who engages with and motivates their team. • Strategic and creative thinker, capable of creating long-term strategies and able to put ideas into operation and to contribute to university policy making. • Excellent written and oral communication skills, someone who adjusts their approach to maximise the understanding and engagement of the audience. • Ability to work with academic and professional services staff to build confidence and inspire collaborative working to ensure strategic priorities are achieved. • Ability to work independently within parameters set by the Chief Operating Office • Sensitive to the social, economic, political and financial planning environment. • Ability to develop networks, prioritise tasks and solve problems. • Diplomacy and influencing skills.	
Experience	• Established track record in high level strategic estate portfolio management • Significant senior experience of leading and managing a customer-focused estates function. • A successful track record of planning and delivering long-term maintenance and refurbishment programmes. • A successful track record in estates compliance, planned and reactive maintenance and day to day operations. • Experience of working in a changing business environment and m anaging the implications of large scale, fast paced change.	
Knowledge	• An excellent understanding of estates priorities, challenges and funding in the FE, HE and commercial sectors • A thorough knowledge of modern estates functions and services. • Understanding and experience of delivering H&S compliant services and infrastructure • Good understanding of the principles of sustainable construction, and sustainable procurement. • Expertise in decarbonising the built environment, understanding the underlying challenges and emerging solutions, with technical knowledge that will help to identify and prioritise opportunities for carbon reduction.	
Other Requirements	• Travel to other SRUC locations as required to fulfil the requirements of the post.	

Athena SWAN Member ECU GENDER CHARTER
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BRIEF STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

GRADE AND SALARY
The appointment will be made on the Grade 1 scale: £83,860 - £93,104 per annum

Salary scales are reviewed annually from 1 August each year.

CONTRACT TYPE
Permanent
Full-Time

HOURS OF WORK
This is a full-time role of 35 hours per week (equating to 7 hours per day).

Working hours are nominally:
Monday – Friday, 09:00 – 17:00 with a 1-hour unpaid lunch break.

ANNUAL LEAVE
SRUC's leave year will run from 01 August – 31 July annually and is made up of a combination of fixed public, privilege and flexible annual leave days. Leave entitlement increases with service and is based on a full year accrued entitlement of:

From appointment:	37 days
After 2 years of service:	38 days
After 5 years of service:	40 Days
After 7 years of service:	43 Days (maximum entitlement)

The figures above include some fixed public and privilege days each year which are to be taken according to locally published SRUC arrangements.

LOCATION
Base Location Edinburgh. Hybrid working arrangement in place.

EMPLOYER (Head Office)
SRUC, King's Buildings, West Mains Road, Edinburgh EH9 3JG.

BENEFITS

Click to access our recruitment webpage (opens new browser tab) for further information on staff benefits.

TOTAL REWARDS VALUE

Basic Salary	£93,104
Annual Leave Value	£9,438
Pension Benefits (10% Employer Contribution)	£9,310
Sickness Benefits	Sick pay eligibility will be based upon length of service, rising to a maximum 6 months full pay and 6 months half pay after 5 years service.
Additional Benefits	• Discounted RAC membership, Cycle to work Scheme, Free parking, Death in Service Benefit, Sponsored Education and more
Total Benefit	**£111,852**

* The approximate value of the annual leave entitlement as shown is based on the FTE salary for this grade for someone with less than 5 years' service. Part-time workers should pro rata this by their FTE.

ABOUT SRUC

SRUC (Scotland's Rural College) is a specialist higher education institution delivering tertiary education, research and consultancy.

We currently operate our main Higher and Further education activities from five campuses across Scotland - Aberdeen, Barony, Edinburgh, Elmwood, and Oatridge. We also deliver teaching in Glasgow. SRUC employs approximately 1,300 staff operating from five campuses, eight farms, 25 consulting offices, six research centres and eight veterinary surveillance centres located primarily across Scotland. The organisation's annual turnover is around £85 million.

SRUC's principal purpose is to advance education, science, research, and environmental protection and improvement in rural and land-based industries, both domestically and internationally. The commercial consultancy, skills training and knowledge exchange and some commercial research activities are undertaken through SAC Consulting – part of SRUC.

It is SRUC's intention to become a fully-fledged university – a new and unique establishment for the 21st century that is regional, accessible, and responsive to a

diverse range of challenges in a transforming world. We will be a strong and unique anchor institution where research, skills and business converge. Such convergence will create new insights that deliver big strategic leaps and completely new propositions for business, society and government.

All of this activity is firmly rooted in our distinctive ethos of a Scotland-wide presence through regional centres of global excellence. Our objective is to deliver on shared goals with government, business and other partners to support transition to a fair and sustainable economy.

COMPLETING AN APPLICATION FORM

Your application will be judged solely on the basis of how your skills and experience match the requirements of the post, which are detailed in these further particulars. We are happy to consider transferable skills or experience which you may have gained outside the context of paid employment or education.

You can apply online via our website: www.sruc.ac.uk/jobs

In order to apply on-line, you will need to register your details/create an account to be able to access the current vacancies and submit an electronic application.

Prior to any employment, you will be required to evidence your right to work in the UK. Further information is available on the government prove your right to work webpages (opens new browser tab).

DISABILITY POLICY STATEMENT

Please inform Human Resources if any adjustments or support are required for interview, or whether any adjustments or adaptations may help you overcome operational difficulties presented by the job. Although disabled applicants are not obliged to inform employers of their disability, they will still be covered by the Equality Act 2010 once their disability becomes known.

DISCLAIMER

These particulars are issued by Human Resources, SRUC, Edinburgh. They are intended to represent a description of the duties at the time of writing, although this accuracy cannot be guaranteed. SRUC reserves the right to vary these particulars or make no appointment at all.