



**Coleg Gŵyr Abertawe**  
**Gower College Swansea**

# **Head of Operational Estates**

Candidate Information Pack

February 2025



[www.fea.co.uk/job/gcs-estates/](http://www.fea.co.uk/job/gcs-estates/)



# Welcome

Dear candidate,

## Head of Operational Estates

Thank you for your interest in the role of Head of Operational Estates at Gower College Swansea. I very much hope that the information we have provided gives you a good sense of the college, the role and what we are looking for.

Gower College Swansea is a large, further education college with over 4,500 full-time and 8,000 part-time learners, including 3,000 apprentices, from across Swansea and neighbouring counties studying each year. Today, the college operates from seven locations across Swansea, including campuses at Tycoch and Gorseinon and is one of the largest employers in the region with over 1,000 staff with an annual turnover of just under £60m.

The college works within a very mixed economy of providers of post-16 education and training. Of the 14 secondary schools in Swansea, seven have sixth forms and whilst there is a competitive environment for post-16 learners, no fewer than 60% of Year 11 pupils will progress to us.

Within Swansea, there are two universities with whom the college works closely – Swansea University and the University of Wales Trinity Saint David and also two neighbouring further education colleges, both of whom have campuses based within Swansea.



The delivery of our vision, mission and strategic plan is underpinned by a strong, positive culture and our core values:

- Resilience
- Innovation
- Respect
- Integrity
- Collaboration

We are seeking an experienced individual to manage all of the College's estate, its related resources and facilities. The successful candidate will have a thorough understanding of general management in an organisation of similar size and complexity, ensuring our facilities are safe, sustainable and conducive to learning.

We have appointed FE Associates to support us with this important appointment. Interested parties are encouraged to contact our recruitment partner, [Claire.Gehlig@fea.co.uk](mailto:Claire.Gehlig@fea.co.uk), prior to making an application and before the closing date.

If you feel your skills, professional experiences and values are aligned to ours, we look forward to receiving your application.

**Kelly Fountain**  
**Principal**



# Job Description



**Job title:** Head of Operational Estates

**Accountable to:** Director of Estates

**Salary:** Competitive

## Job Purpose

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

To provide long-term comprehensive and integrated physical resource planning for the College, its faculties and departments.

To provide strategic leadership and effective management of the Estates 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 including Reprographics.

To provide effective leadership and management of health, safety and environmental matters for the College as a whole.

To ensure that we provide a safe and secure environment on all our campuses.

# Key Accountabilities and Duties

## Strategic Direction

- Lead on, develop and implement the College Estates Strategy.
- Regularly report to College Governors through the Estates Committee.
- Chair the College Sustainability and Environment group and lead on developing and implementing the College Sustainability Strategy to achieve the commitment to becoming a zero carbon organisation.
- Keep under review developments at national and international levels relating to Estates Management, to assess their implications for the College and to disseminate information and ideas within the College as appropriate.
- Report to the Principal and to advise the College's Senior Management Team on budgetary, strategic and major operational Estates Management matters.
- Manage complex problems which impact across the College as a whole, related to estate and environment projects.
- Be directly responsible for providing informed, timely and accurate advice to the Senior Management Team on all major aspects of Estates Management, for example, providing detailed technical advice on the appointment of relevant professional services and the determination of procurement methods and associated costs in accordance with the College's financial regulations.
- To be the Responsible Person to implement appropriate security measures for events under the Protect Duty.



## Working with People

- Work constructively with a wide range of staff in pursuit of the College's objectives and fulfilment of its plans.
- Communicate with a wide range of individuals and organisations outside the College including the Health and Safety Executive and technical contractors.
- Build close working relationships with the Senior Management Team and senior administrative and academic colleagues and to nurture a strong sense of teamwork among managers and staff in the Estates Department.
- A significant degree of autonomy will be afforded to the post holder in order to maintain links with faculties and departments as required across the College. In addition, the postholder will be expected to maintain close links with other institutions, sectors and relevant professional bodies and will be expected to represent the College with confidence and assurance in a range of professional contexts.
- Contribute to the dissemination and sharing of best practice on estates management within the Further Education sector.

## Financial and Resource Management

- Ensure the effective management of the department, ensuring all individual areas within the Estates Department interact appropriately and work collaboratively towards the common goals of the department.
- Responsibility for the Estates Management, Caretaking and Cleaning teams, to provide a range of high quality services for College staff, students and other clients across the various College sites, ensuring a customer-facing approach at all times.
- Provide, procure and develop effective and efficient facilities management services, based upon the highest professional and business standards.



## Financial and Resource Management cont'd

- Advise on the formulation of, and be responsible for, the Department's annual budget, to ensure that all operations and development activities are provided or delivered at optimum cost efficiency.
- Prepare, balance and manage the budgets within the Department and properly administer the funds allocated in accordance with the College Financial Regulations.
- Be responsible for all statutory compliance matters with regard to health and safety and directly manage the work of the Health, Safety and Environment Manager to ensure that the College adheres to all relevant health and safety and environmental legislation and that the College implements working practices that minimise risk to staff, students and visitors.
- The role also covers health, safety and environmental issues raised at all College owned and managed property.
- Duty Holder / responsible person for fire, Legionella, electrical and any other statutory liabilities.

## Other Tasks

- Comply with all College policies and procedures, keeping abreast of any changes and updating practice and/or systems to ensure continued compliance.
- Ensure that all aspects of the College Financial Regulations are followed.
- Contribute to and represent the overall vision and values of the College.
- Ensure that all services are delivered in compliance with the Welsh Language Standards.
- To flexibly respond to the needs of the business and to provide an effective service to our learners and other stakeholders.



## Personal Development

In partnership with the College, take responsibility for personal development, including:

- Participating in an annual staff review and identifying development needs.
- Updating of professional, teaching and training skills and qualifications, through attending staff development opportunities, joining professional bodies and keeping informed of educational and professional initiatives.

## Health & Safety

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff are required to co-operate with management to enable the College to meet its own legal duties and to report any hazardous situations or defective equipment.

## General

This description is not intended to establish a total definition of the job, but an outline of the responsibilities you are expected to undertake. From time to time you may be required to undertake any other duties commensurate with your level of responsibility.

This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will, therefore, be expected to participate in any discussions relating to Job Description change.



# Person Specification

## Qualifications

### Essential

- Educated to degree standard in a relevant discipline (architecture, building, engineering, facilities management, project management, surveying or similar).

### Desirable

- Appropriate postgraduate and/or professional qualifications in a relevant discipline as above and/or an MBA.

## Knowledge and Experience

### Essential

- Thorough understanding of general management techniques in a large and complex organisation.
- Strength and quality of leadership and the personal skills required to develop and lead an effective and well-motivated, multi-disciplinary and multi-task estates team.
- A sound understanding of the legal and financial aspects of major property projects and transactions.
- Broad experience both in the preparation and control of development programmes, building and engineering projects and in managing estates and maintenance services.

### Desirable

- An awareness of the Protect Duty and The Terrorism (Protection of Premises Bill) and the Responsible Person duties. (See Protect Duty Update on FEA website)



## Skills and Abilities

### Essential

- Ability to manage a complex property estates portfolio, staff and budgets.
- High level strategic planning and organisational skills, including forward planning and forecasting.
- The ability to respond appropriately to user demands and expectations.

## Personal Attributes

### Essential

- Effective networker with creative flair.
- Ability to motivate and lead a team.
- Celebrates success.
- Ability to operate at different levels across the organisation.
- Drive and enthusiasm, with the ability to gain 'buy in' across the College.
- Commitment to delivering high standards and quality.
- Tenacious, resilient, collaborative, diplomatic and adaptable.
- Excellent verbal and written communication skills.

## Special Requirements

### Essential

- Able to attend events outside of normal working hours as and when required.
- A commitment to improving Welsh language skills.

### Desirable

- Welsh Language Skills – Entry Level (See detailed Language Level Descriptors on FEA website).





### **Holidays**

We provide a generous holiday entitlement for both lecturers and business support staff with rewards for longevity.



### **Remuneration**

We provide salaries that are competitive nationally and have committed to the aspirational living wage.



### **Pensions**

We enrol all our staff onto relevant pension schemes and pay significant contributions towards them.



### **Wellbeing**

The college takes the wellbeing of its staff extremely seriously and is proud to have achieved the Bronze, Silver and Gold Corporate Health Awards.

# Key Dates and the Recruitment Process

Closing date:  
**9am on Thursday 20 March 2025**

Interview date:  
**Week Commencing Monday 31 March 2025**

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

## Initial discussion and recorded first-stage teams interviews

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Claire.Gehlig@fea.co.uk](mailto:Claire.Gehlig@fea.co.uk), to discuss the role before the closing date.

*Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.*



## Shortlisting and invitation to interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

## Safer recruitment and due diligence checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

## Enhanced DBS Check

Gower College Swansea is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. Appointments are subject to an enhanced DBS check and will require senior leader registration with the Education Workforce Council for Wales.



# Submitting Your Application

Having obtained the full information from <https://www.fea.co.uk/job/gcs-estates/>, discussed the role with Claire Gehlig and scheduled your first-stage interview via Teams, email your application to [recruitment@fea.co.uk](mailto:recruitment@fea.co.uk) in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. NB: CVs will not be accepted in place of, or in addition to, the application form.

## Email checklist

**Please download the latest version of the application and ED forms found on the job page for this role** and not older, out-of-date versions. These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

**1. An application form with all sections completed including:**

- An explanation of any gaps in employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included in **section 9** and not as a separate document. In this section, explain how you believe your knowledge, skills and experience match the person specification criteria.
- 2 referees - include full postal and email addresses and contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- Ensure you enter your name/e-signature and date in **section 11**.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – gcs-estates - Application.

**2. The equality and diversity monitoring form**

- Please click ***inside*** each check box that applies to you.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – gcs-estates - ED.