

BE EXTRAORDINARY



Candidate brief for the position of Chief Infrastructure Officer



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Welcome

Dear colleague,

Chief Infrastructure Officer

Many thanks for your interest in the role of Chief Infrastructure Officer. HRUC is the newest college group in London and one of the country's largest and most vibrant college groups with an annual income over £115m. Our operations span the communities of West and Southwest London with our main campuses in Harrow, Richmond and Uxbridge. Our values, culture and ways of working are rooted in high performance and high expectations and everything we do is firmly centred on the needs of our learners, communities and the businesses we serve. Boasting five 'Outstanding' and three 'Good' assessments in our last Ofsted inspection, we have our sights on realising our shared ambition of becoming an outstanding provider of education across the group.

Our 2030 strategic vision is to be the college group of choice. A college that celebrates equality and diversity in its learners and staff and is a thriving place to work. Most recently, in a pioneering development for the Further Education (FE) sector, HRUC have joined the Industrial Liaison Program (ILP) at the Massachusetts Institute of Technology (MIT), creating new opportunities for our learners by providing access to MIT's renowned researchers who are widely recognised to be among the best in the world.



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We are seeking an exceptional senior leader to take on the role of Chief Infrastructure Officer, a key Executive Management Team position with responsibility for the Group's physical and digital infrastructure across its multi-campus estate. You will lead estates, capital development, IT, digital, data, cyber security, sustainability, business continuity and group security, helping to create a safe, secure and effective environment for students, staff and the wider college community.

This is a high-profile opportunity for a strategic and credible leader with senior-level experience across complex estates and technology functions. You will bring a strong grasp of statutory compliance, operational resilience and capital planning, alongside the ability to lead specialist professionals, manage risk clearly and support organisational priorities with confidence and clarity.

We are looking for a values-driven individual who can work across a broad portfolio, make sound decisions in a complex environment and provide visible leadership that supports excellence, accountability and continuous improvement across the Group.

We have appointed FE Associates to support us with this important appointment. Prior to submitting an application, interested parties are advised to arrange an initial conversation with our recruitment partner, by emailing Jo.Johnston@fea.co.uk, to discuss the role before the closing date.

We look forward to receiving your application.

Keith Smith
Chief Executive



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OUR VISION

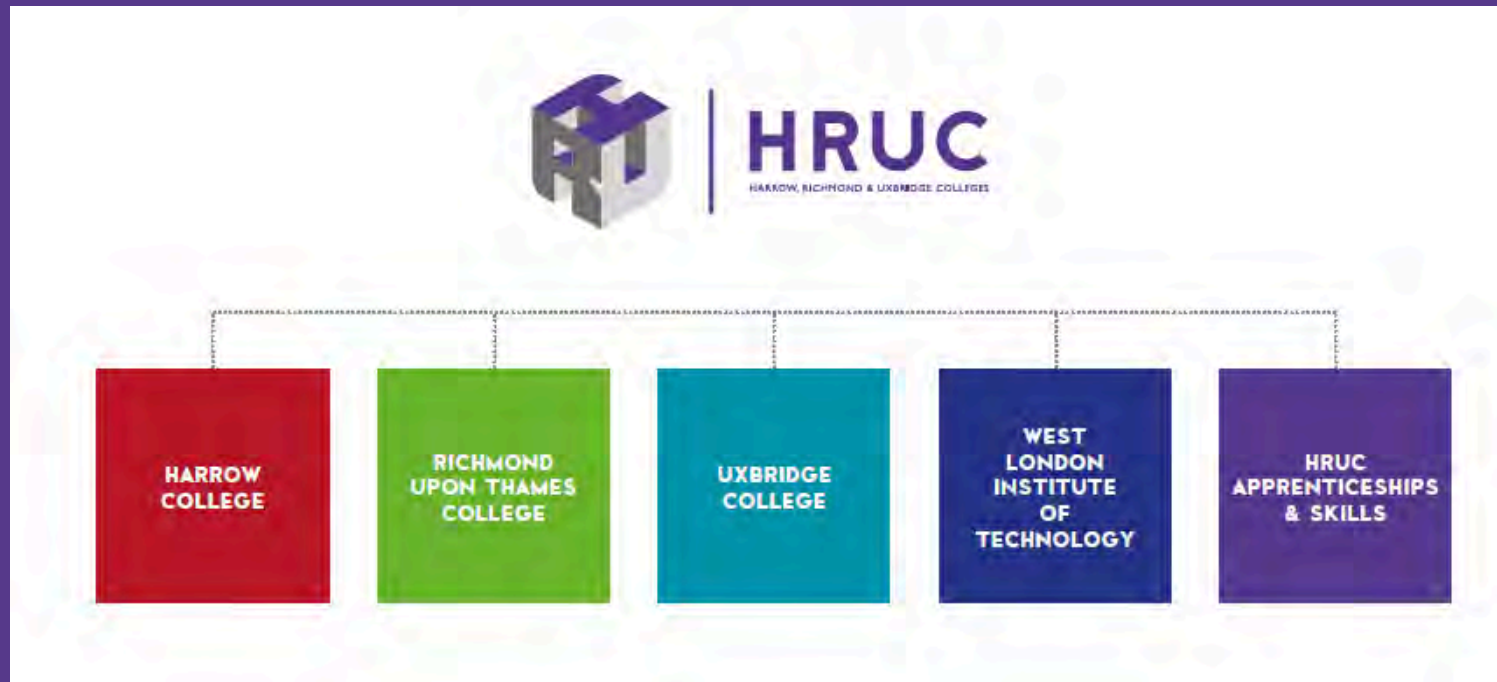
To be an outstanding college group that inspires, transforms lives and creates futures.



OUR MISSION

To deliver an exceptional learning experience that creates opportunities and success for all.

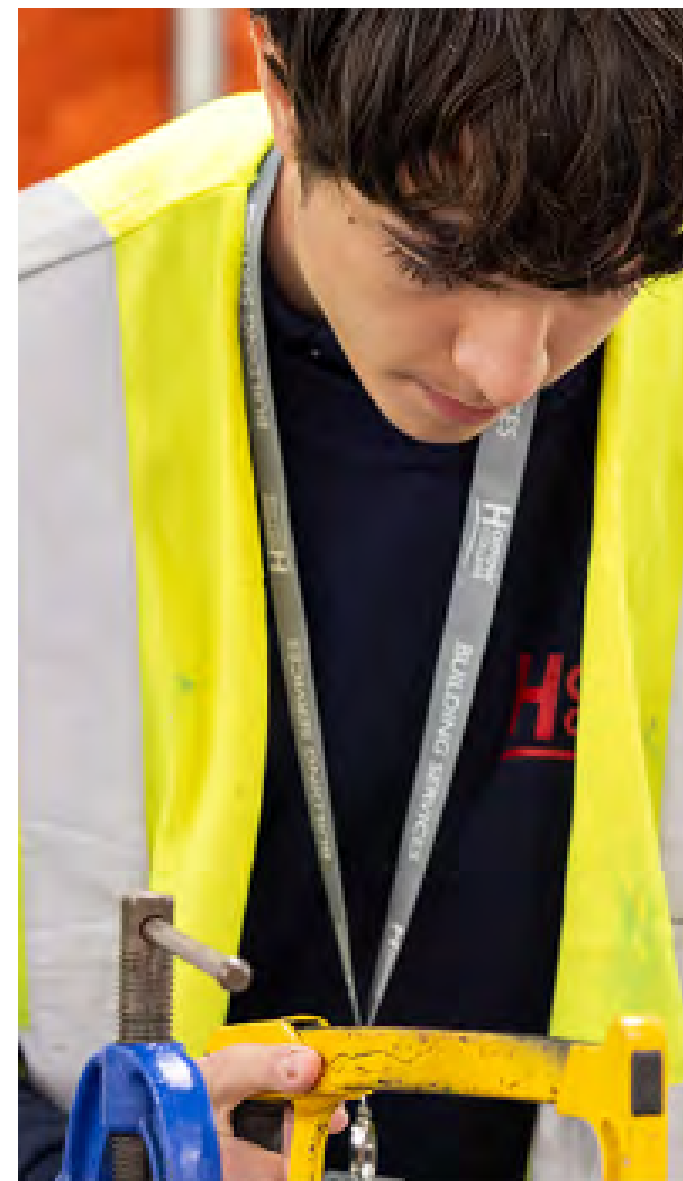
We stand for diversity, inclusion and excellence throughout everything we do, and provide outcomes that drive personal growth, wellbeing and economic opportunity.



Job Description

Job title:	Chief Infrastructure Officer (CIO)
Reports to:	Chief Executive, under delegated authority of the Corporation
Responsible for:	Director of IT and Digital; Director of Estates and Health and Safety
Location:	Group-wide. The postholder will be required to work across all College campuses (Uxbridge, Harrow-on-the-Hill, Harrow Weald, Richmond and Hayes), with travel to contractors, suppliers and regulators.
Hours:	36 hours per week, 52 weeks per year
Salary:	Competitive
Pensions:	Local Government Pension Scheme

The Chief Infrastructure Officer is a Designated Senior Post Holder and a member of the Executive Management Team.



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Role Purpose

The Chief Infrastructure Officer will provide strategic leadership for the physical and digital infrastructure on which the Group depends. The postholder will lead estates, facilities, capital development, IT, digital, data and cyber security, group security, sustainability and business continuity, ensuring these functions operate as a coherent and resilient service for students, staff and the wider College community.

This role brings together executive accountability for the Group's estate, technology, data, cyber security and business continuity across a complex multi-campus environment. The postholder will ensure that physical and digital infrastructure decisions are planned, prioritised and delivered in an integrated way, with clear ownership of statutory compliance, institutional risk, capital investment and operational resilience. This includes executive oversight of key statutory and regulatory responsibilities relating to health and safety, building safety, fire safety, asbestos management, construction design and management, water hygiene, data protection, digital accessibility and cyber security.

Working through senior professional leads, the postholder will provide the Corporation, its committees and the Executive Management Team with clear assurance that risks, dependencies and compliance obligations are understood, managed and escalated where required, so that the Group's infrastructure enables safe, secure and effective education and business operations.

As a member of the Executive Management Team, the postholder will contribute to the strategic leadership of the Group, support the delivery of organisational priorities and business plans, and provide visible, motivational leadership across the infrastructure portfolio.



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Main Duties and Responsibilities

Strategic Leadership

- Lead the development and implementation of the Group's estates, infrastructure and technology strategies, ensuring alignment with HRUC's mission and strategic priorities.
- Ensure that estates and technology decisions are considered together, with key operational, financial, safety, accessibility and digital dependencies identified before decisions are made.
- Establish key performance indicators to measure and enhance service delivery across estates, facilities, technology and security.
- Drive the Group's sustainability and net zero ambitions, ensuring efficient energy use, carbon reduction and environmentally responsible estate management, with clear reporting on progress, risks and delivery.

Estate Management and the Capital Programme

- Oversee the strategic planning and operational management of the Group's estate, including condition, maintenance, facilities, campus services and space utilisation.
- Own the capital programme from brief to post-occupancy evaluation, ensuring that accessibility, fire safety, operational requirements and long-term infrastructure implications are considered and tested before work begins.
- Develop and implement long-term estate planning to support HRUC's growth and infrastructure requirements.
- Act as service owner for outsourced cleaning, catering and security contracts, setting clear service expectations and monitoring performance, while working with the Chief Financial Officer on procurement routes and commercial terms.



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Technology, Data and Cyber Security

- Own IT, digital, network, data and cyber security across the Group, delivered through the Director of IT and Digital.
- Ensure that the Group meets the Department for Education digital and technology standards, including annual Cyber Essentials certification as required by the College Financial Handbook, and report compliance to the Audit and Risk Committee.
- Ensure the accessibility of digital services, and the Group's compliance with data protection law in the systems it operates.
- Own business continuity and disaster recovery arrangements for both the estate and the systems that run on it, ensuring plans are maintained, tested and improved.

Health, Safety and Statutory Compliance

- Act as the Group's senior responsible officer for health and safety from the date of appointment, ensuring robust policies and procedures are in place and adhered to.
- Carry executive accountability for the Building Safety Act 2022, the Regulatory Reform (Fire Safety) Order 2005, the Construction (Design and Management) Regulations 2015, the Control of Asbestos Regulations 2012 and ACOP L8 on water hygiene, with a named competent person recorded for each regime.
- Hold responsibility for health and safety compliance (the day-to-day management and control of risk), with the competent person required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999 named.
- Report compliance, risks and any identified gaps to the Audit and Risk Committee in a timely and transparent way, with clear recommendations for action.

Security and Safeguarding

- Develop and maintain a comprehensive security strategy to safeguard students, staff and assets across all campuses, ensuring compliance with protective security and counter-terrorism legislation and guidance (for example, the Terrorism (Protection of Premises) Act 2025) and Martyn's Law.
- Oversee the implementation of effective security systems, including CCTV, access control and incident management, ensuring that security arrangements support the College's safeguarding framework and designated safeguarding lead arrangements, including the provision of the online filtering and monitoring systems on which those arrangements rely.



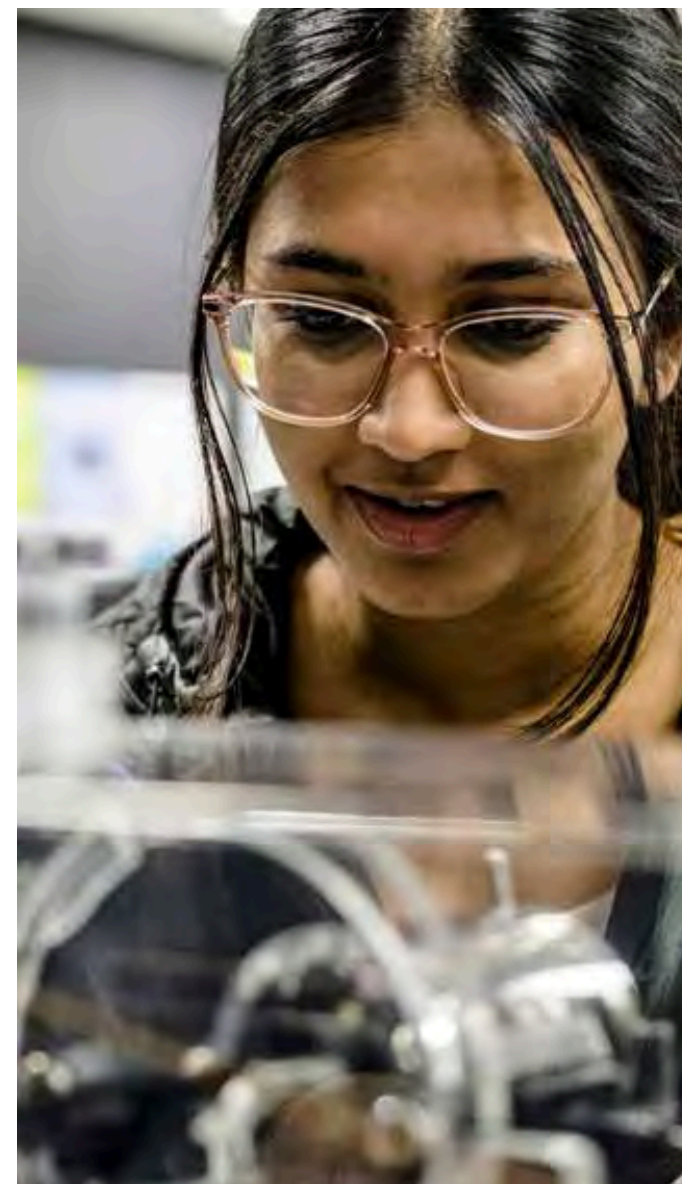
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Leadership and Management

- Lead and develop the directorate across estates, health and safety and technology, fostering a culture of excellence and accountability, and manage its budget.
- Hold to account professionals in a discipline the postholder does not themselves practise, drawing on the professional expertise of the senior professional leads for estates, health and safety and technology in their respective areas.
- Commission, and act on, an annual independent technical assurance review of whichever area (estates or technology) falls outside the postholder's own professional specialism, reporting to the Audit and Risk Committee.
- Report to the Corporation and its committees in the postholder's own name on the matters within this portfolio and deputise for the Chief Executive as required.

Other responsibilities

- The Group is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all colleagues to share and promote this commitment.
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices, including the accessibility of the estate and of digital services and the public sector equality duty.
- Support the health and wellbeing of our staff and learners and be a champion for positive mental health.
- Ensure college policy and procedures are fully adhered to, including the Financial Regulations, the scheme of delegation and the code of conduct for senior postholders.
- Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with UK GDPR, the Data Protection Act 2018 and College policies.
- Participate in relevant and appropriate training and development as required.
- Undertake any other tasks and responsibilities appropriate to the level of this post.



Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

Health and Safety

- The postholder is responsible for discharging health and safety duties as outlined in HRUC's relevant Health and Safety policies. To ensure effective fulfilment of these responsibilities, the postholder will undertake any necessary or appropriate training, funded by the College Group.

Equality and Diversity

- All employees are required to work in a non-discriminatory manner and accept responsibility for the implementation of the College Group's equality and diversity policy throughout all personal contacts in the College Group and within their own area of responsibility.

Safeguarding Children and Safer Recruitment in Education including Prevent

- All staff and volunteers are expected to uphold safeguarding and safer recruitment. Appointments are subject to safeguarding checks and ongoing compliance with statutory guidance and the College Group's Safeguarding Policy.



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Person Specification

Essential Values

- Ability to demonstrate understanding and apply our values. These are embedded in all roles and applicants must evidence their values as part of the application process.
- Knowledge of and adherence to the Nolan seven principles of public life.

Qualifications and Experience

Essential

- Degree or equivalent professional standing, with continuing professional development relevant to senior leadership.
- A relevant professional qualification in occupational health and safety, estates or the built environment, or IT/cyber security, supported by substantial executive or director-level experience relevant to the combined portfolio.
- Executive or director-level experience of leading estates, health and safety and premises statutory compliance across an estate of comparable scale and complexity, including scrutinising professional advice, identifying assurance gaps and ensuring corrective action.
- Executive or director-level accountability for IT, digital and cyber, including the security posture of the organisation.
- Leading a capital programme from brief to post-occupancy, with accessibility and fire safety designed in rather than corrected later.
- Accountability as a statutory duty-holder, with named competent persons in place and evidenced assurance.
- Leading professionals in a discipline the candidate does not themselves practise, and holding them to account.



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Desirable

- Chartered membership of a relevant professional body (e.g. RICS, CIOB, IWFM, IET, BCS).
- NEBOSH Diploma or an equivalent occupational health and safety qualification, or substantial demonstrable experience evidencing an equivalent level of occupational health and safety knowledge and competence.
- A recognised cyber or information security qualification.
- Managing outsourced facilities contracts as an intelligent client.
- Experience within a further education setting, or another regulated public-sector environment.

Knowledge, Skills and Abilities

Essential

- Strong knowledge of the premises statutory regimes — building safety, fire, asbestos, water hygiene, CDM — and what compliance with each actually requires.
- Knowledge of the Department for Education digital and technology standards and the cyber security core standards.
- Business continuity and disaster recovery across both estate and systems.
- Accessibility law and the public sector equality duty as they apply to buildings and to digital services.
- Sees the consequence of a decision in one part of the portfolio (estates or technology) on the other, and says so before the decision is taken.
- Holds a contractor or supplier to a specification without the relationship breaking down.
- Escalates a compliance gap at the point it appears rather than when it is resolved.
- Excellent budget management and financial planning skills.



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Knowledge, Skills and Attributes cont'd

- Writes for a governing body: concise, evidenced and explicit about risk and recommendation.
- Knowledge of safeguarding requirements in educational settings, including the Prevent duty and online filtering and monitoring.

Desirable

- Sustainability and net zero in an estates and technology context.

Essential Personal Attributes

- A strong commitment to HRUC's values and mission.
- Ability to work under pressure and manage multiple priorities.
- Commitment to diversity, equality and inclusion.
- Fit and proper person for a senior postholder role; no conflict requiring management.
- Enhanced DBS clearance and satisfactory safeguarding checks.



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How to Apply

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.

1

Initial Discussion

Prior to submitting an application, interested parties should arrange an initial conversation with our FE Associates lead consultant, by emailing Jo.Johnston@fea.co.uk, to discuss the role before the closing date.

2

Recorded First-Stage Teams Interview

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.

3

Apply Online

Please visit www.fea.co.uk/job/hruc-cio/ and complete the registration form to access the online application form and the equality and diversity form. At Step 2: Submitting your application, click Apply now.

4

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.

5

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.

Key Dates

Closing date for applications: 9am on Friday 20 November 2026.

Interviews to take place on Tuesday 8 December 2026.



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www.hruc.ac.uk



“STRONG FOR SKILLS”

“As one of the newest college groups we are on an incredible journey, so to achieve such a positive judgement from Ofsted is a real testimony to the extraordinary progress students and staff have made.”

- Keith Smith CEO