

**Job Description  
Director of Estates and Preservation**

<b>Job Title:</b>	Director of Estates and Preservation
<b>Department:</b>	Estates Department
<b>Location:</b>	The Historic Dockyard Chatham
<b>Hours:</b>	Full time. 35 hours per week.
<b>Salary Range:</b>	c.£65,000 per annum
<b>Reports to:</b>	Chief Executive Officer

**Overall Purpose of the role:**

As a key member of the Senior Leadership Team (SLT), the Director of Estates and Preservation will report to the CEO. The appointment of the Director is a vital part of a planned and open succession process, with the current Director of Historic Environment and Buildings taking a planned reduction in working hours and focussing responsibility on management of site-wide preservation projects.

The post-holder will assume key leadership responsibility for the Estates and Preservation Department, ensuring excellence in the care and presentation of the buildings and grounds. The postholder will build a comprehensive understanding of the historic development and significance of the estate.

The post holder will have accountability for the preservation, management and development of The Historic Dockyard's unique historic environment, with strategic responsibility for delivery against the Trust's Preservation objective, including:

- Maintenance of buildings and wider estate
- Site operations and facilities management
- Health and safety and security
- Residential estate management

The post holder will work closely with the CEO and the Historic Buildings Project Manager on the Trust's ambitious capital works programme.

Working within a small and busy team the post-holder must be capable of working independently, as well as leading and mentoring the team ensuring its ongoing success. This is an exciting role offering an excellent opportunity for the right person; we require a self-motivated, enthusiastic, and ambitious individual who is a dedicated team player.

## **JOB DESCRIPTION**

### **Key Duties:**

#### Maintenance of Historic Buildings and Environment

- To participate fully as a member of the Senior Leadership Team, contributing to the overall direction, leadership and development of the organisation.
- Full responsibility for the Trust's estate's strategy ensuring alignment and balance of all uses across the diverse estate.
- Collaborate with other departments to identify property needs, ensuring alignment of the property strategy and significance on the building or space.
- Ensure that all works to buildings and estate are undertaken in accordance with the Trust's Conservation Plan[s] and with statutory, mandatory and compliance requirements, especially those related to Scheduled Monuments, historic building legislation, building regulations, health and safety, and planning consents.
- Develop, review and update Conservation Management plans as appropriate.
- Plan and implement all works to the non-residential estate.
- Work closely with the Estate Manager, Historic Buildings Manager and Head of Facilities Management to liaise with tenants and residents and procure works on the residential estate and for internal works to tenanted buildings, in providing work specifications for tenanted and residential properties and in assessing tenders and work standards.
- Maintain and develop framework agreements with key suppliers and trades all in accordance with the Trust procurement regulations.
- Where necessary ensure appropriate works contracts are put in place and managed, all in compliance with the Trust's or third-party funders requirements.
- Maintain the Trust's excellent working relationship with statutory protection bodies, especially Historic England. Manage regular monthly liaison meetings with Historic England and the Local Authority Conservation Officers.
- Advise the Chief Executive on matters relating to the Trust's historic buildings and environment, especially in the context of adaptation and reuse.

### Planned Preventative Maintenance

- Lead and scrutinise the Trust's approach to Planned Preventative Maintenance (PPM). Ensure the effective design, procurement, delivery, risk management and sign off of all PPM projects.
- Continually assess the condition of the Trust's heritage assets to inform PPM planning and budgeting.
- Lead the continuous review and updating of the PPM register moving towards a culture of increasing planned rather than reactive maintenance with review of priority according to need, risk and resource.
- Follow the Historic England Standing Consent system when undertaking routine maintenance activities.
- Implement agreed programmes of planned maintenance (annual, cyclical and periodic) using the most cost effective means available and maximising the impact of the in-house labour team.
- Produce specifications, design, and tender documentation as required.
- Produce briefs for and commission consultants as required and agreed.
- Working closely with the Chief Operating Officer, support the effective preservation and planned maintenance of the Trust's heritage engineering and shipkeeping assets, including three historic warships, docks, locomotives, and working ropewalk, ensuring they are available for visitation, operation and production as required to meet the Trust's charitable purposes.

### Facilities Management

- Oversee the safe and appropriate operation of the site's buildings, infrastructure and utilities, ensuring that all statutory and compliance requirements related to inspections, testing, health and safety, and reporting are met, consistent value for money through contractual agreements, and that the needs of the Dockyard's users are met – tenants, residents and visitors.
- Lead on the development of appropriate energy strategies for the Historic Dockyard to reduce energy costs and carbon footprint.
- Develop sustainable strategies and ensure all developments follow best practice and understanding of sustainable options and opportunities.

### Preservation Through Re-use

- Working with the Chief Executive and Historic Buildings Project Manager, lead the Trust's strategy of Preservation Through Re-use, preparing a future development programme that unlocks or repurposes underutilised Trust assets in support of the Trust's overarching strategy.
- Working with the Chief Executive and Estate Manager to optimise revenue return from the estate in support of the Trust's wider charitable purpose and in accordance with the established Estate Strategy.
- Working with the Chief Executive, Historic Buildings Project Manager and Executive team, support project development, project management and implementation as part of the agreed Estate Strategy for both major and minor works programmes.
- Prepare project briefs and where necessary lead in the procurement and direction of multidisciplinary professional teams and works contracts.
- Positively manage relationships with site partners, tenants, residents and site users.

### Health and Safety and Security

- Working closely with the Health and Safety and Security Manager, Head of Facilities Management and Chief Executive, ensure that all historic buildings, historic environment and operations are undertaken in accordance with the highest standards of Health & Safety.
- Oversee the effective development and compliance with a robust organisation-wide Health and Safety system.
- Ensure thorough record keeping and documentation as a critical part of the Trust's overall risk management and compliance.
- Oversee the Security operation ensuring that the Historic Dockyard remains a safe and secure environment for all users and uses.

### Financial Management

- Prepare annual budgets for all aspects of Departmental activity including PPM and residential and tenanted estate.

- Maintain effective financial control over agreed budgets, ensuring that income targets are achieved and that expenditure is kept within agreed budgets.
- Ensure that goods and services are procured in accordance with agreed Trust and third-party funders financial and procurement procedures.

#### Other Duties

- Ensure effective leadership, mentoring and line management of a large and multi-skilled team.
- Attend Resident Association meetings as required. These meetings are held quarterly.
- Provide out of hours emergency response as part of an on call rota when required.
- Undertake other such duties as may be reasonably required from time to time including support of the Trusts programme of events and activities.

**We are an equal opportunities employer and committed to providing our employees with a work environment free from discrimination in which all can develop and thrive.**

**We acknowledge and value the benefits of a diverse workforce and welcome applications from people of all backgrounds and are committed to ensuring that our recruitment process is transparent, fair, and as inclusive as possible for all applicants.**

**Person Specification  
Financial Controller**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	A relevant building qualification e.g., RICS, CIOB, CIBSE or equivalent	<ul style="list-style-type: none"> <li>• Building surveying, architecture or facilities qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong demonstrable experience of leading and managing a conservation programme working with historic buildings or an historic estate</li> <li>• Experience of working at a senior level to shape vision and strategy</li> <li>• Experience of managing significant budgets</li> <li>• Demonstrable experience in business and project planning and management</li> <li>• Experience of leading and managing diverse teams</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills with the ability to work at all levels across the organisation</li> <li>• An outstanding leader with effective management and supervisory skills</li> <li>• Building and maintaining productive</li> </ul>	

	<p>relationships with a wide range of internal and external contacts, partners and stakeholders</p> <ul style="list-style-type: none"><li>• Self-disciplined with the ability to work to tight deadlines and under pressure</li><li>• A logical thinker with strong problem-solving skills</li><li>• Ability to reach decision based upon the balanced assessment of the technical, business and human factors involved</li><li>• Accurate and with a strong attention to detail</li><li>• Highly motivated and the ability to motivate others in a small team</li><li>• Professional approach</li></ul>	
--	--	--