1. Job Details

Job title: ASSISTANT SECRETARY (CAPITAL PROJECTS)

School/Support Department: COLLEGE of MEDICINE and VETERINARY MEDICINE

Unit (if applicable): COLLEGE CORPORATE MANAGEMENT OFFICE

Line manager: COLLEGE REGISTRAR

2. Job Purpose

To manage key elements of the College's capital investment programme, including investments in major technologies, and to rationalise College estate in order to allocate resources essential to delivering College academic objectives.

3. Main Responsibilities

1. To manage Capital projects and space rationalisation in MVM estate in order to ensure that accommodation adequate in both quantity and quality is available to support the College’s academic strategies and that surplus accommodation is closed and disposed of. 20

2. To understand the scientific and educational requirements of the College, to co-ordinate University resources to address those and to support the College’s scientific organisations in securing funding and real resources to address those requirements. 25

3. To take lead responsibility on behalf of the College for liaison with NHS Lothian and NHS Lothian’s private finance partners, other health authorities and Research Councils, in ensuring that shared use of accommodation, infrastructure and technologies are achieved in the most efficient and equitable arrangements achievable. 10

4. To take lead responsibility within College corporate management for procurement of the most efficient IT and telecommunications infrastructure appropriate to meet the academic and scientific needs of the College in new accommodation developments, to identify the costs of such provision and to ensure that the College is able to meet costs from resources within its control or to secure necessary resources from university or external sources. 10

5. To represent the College’s interests in regard to planning and policy development by central university information management machinery [e.g. MIS, EUCS] 5

6. To manage the College’s corporate management web-site, providing editorial control and advising Schools and other sub-College organisations on web-site content and control 15

7. To take lead responsibility on behalf of College corporate management for liaison with Estates and buildings in development of major and small-Capital programmes, bidding for requisite resources and timeous execution of projects to address College academic needs. 5

8. To undertake such other management responsibilities and tasks as requested by the College Registrar or Head of College 10
4. Planning and Organising

The postholder is required to identify and anticipate College requirements in regard to infrastructure and technological requirements and opportunities for rationalisation of estate and to plan accordingly to meet these.

The postholder is required to assess College and sub-College unit web sites, to identify requirements and to plan content and editorial policy to present the College’s internal and external communications in the most efficient manner possible.

5. Problem Solving

The postholder is required to analyse and resolve problems presenting in the normal course of operations, to identify those problems which may require decision by higher authority -- individual or corporate -- and to refer to higher authority with recommendations.

Problems arising from contractual or quasi-contractual relationships with external bodies and agencies [e.g. health authorities, research councils, private finance providers] are managed within the formal relationships established with those bodies. Where such relationships are detrimental to the College’s interests, the postholder is required to make recommendations for review and revision of such relationships.

6. Decision Making

The postholder is required to make all necessary decisions in regard to planning and application of plans and resource allocations to capital projects and technology investments within delegated authority and to refer to line management for advice or to secure response to clear recommendations.

In regard to editorial policy on College corporate web sites and those of sub-College organisations, the postholder makes decisions on content and format of postings within general College and university policy and with regard to the requirements of Freedom of Information and other relevant legislation.

7. Key Contacts/Relationships

The postholder will be principal point of contact with Estates and Buildings for College interests in capital programmes and will be expected to operate at a level in which lead responsibility is taken for liaison with corporate university functions, NHS management, MRC management for units in Edinburgh and Consort Healthcare management in respect of the PFI project relationship at the Royal Infirmary site.

8. Knowledge, Skills and Experience Needed for the Job

Graduate or professionally qualified, with at least five years senior management experience and ten years overall management experience, familiar with the Higher Education environment.

High grade skills in oral and written communication and ability to influence in pluralistic management activity.

High grade editorial management skills for web-site and communications policy management.

9. Dimensions

The College is distributed over six main locations [Little France, Easter Bush Veterinary Centre, Summerhall, Central area, Western General Hospital and Royal Edinburgh Hospital] occupying 15 major buildings, with five major capital projects currently in train of c. £190m value [Hugh Robson Building, New Vet School, Scottish Centre for Regenerative Medicine, Easter Bush Research Centre, Ashworth 4 CID development] and potentially five other major
projects of c.£90m value to commence in the short to medium-term [Imaging Centre, new build at WGH, CIPHER education building, Multi-occupier incubator building, Central area refurbishment]. Annual small-schemes programme – university and donated funds – c.£0.5m

College staff, SFC and externally grant funded, are c.1,800 and student population c. 2,300 undergraduate and postgraduate.

College resources: c.£23m SFC funding, c.£45m externally funded research spend p.a.

10. Job Context and any other relevant information

N/A

11. Verification