

Royal Northern College of Music

Application Pack
**Director of Estates
and Facilities**



RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

RNCM Vacancy

Application Pack

Director of Estates and Facilities

RNCM Vacancy

Job title

Director of Estates and Facilities

Department

Operations

Responsible to

The Principal

Responsible for

Head of Environment and Facilities,
Head of Digital, Technical and
Production, Capital Projects
Manager, Health and Safety
Advisor, Venues Operations
Manager

Application deadline

5pm, Monday 3 February 2025

Longlist Interviews

w/c 10 and 17 February 2025

Final Interviews

Wednesday 5 March 2025

INTRODUCTION

Dedicated to defining the future of music, the RNCM has remained at the forefront of music education globally for over 50 years.

We are proud to be ranked number five for music in the QS World University Rankings and to be rated Gold in all areas of the Teaching Excellence Framework. We are also the recipient of five Times Higher Education Awards (including Entrepreneurial University of the Year), a Global Teaching Excellence Spotlight Award, two Greater China Awards, and three HEIST Awards, all of which highlight our commitment to ensuring that every student receives an outstanding education while they are with us.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music – the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance, composition, musicology, music psychology, and music education.

Additionally, we are home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning annual programme of free and subsidised projects for children and young people across the North West.

Our Facilities

At the RNCM, we pride ourselves on offering high-quality performance and rehearsal spaces alongside outstanding resources. Our Concert Hall and Theatre are two of Manchester's largest performance and recording spaces and benefit from advanced technical facilities and lighting, and a purpose-built backstage area. We also house the Carole Nash Recital Room with outstanding acoustic properties and an onsite recording studio, the Forman Lecture Theatre, seven large studio spaces (including Studio 8, the UK higher education sector's first Meyer Constellation system), over 70 tutorial and practice rooms, a fascinating archive and museum (including our Collection of Historic Musical Instruments), and a multi-award-winning library.

THE ROLE

The Director of Estates and Facilities is responsible for providing strategic leadership and operational management for the College's estate and facilities services which will support the overall RNCM Strategy and provide services fitting of a world-class Conservatoire.

The Director will have overall responsibility for estate development, property management, facilities management (hard and soft services), technical theatre services, compliance, financial management, and ensuring environmental sustainability across the site. This will require managing a mixed portfolio of in-house and out-sourced services, while at all times ensuring a high-quality service delivery at optimal cost.

The relationship between the physical estate and digital infrastructure continues to change over time. Ensuring that each offers the other the greatest opportunity for collective success will require close working relationships between Operations and the academic and digital teams, which in turn requires facilitative leadership.

The postholder will advise and work closely with the Principal, Deputy Principal, Director of Finance, and the Director of Academic Quality and Clerk to the Board playing an active role in the development and implementation of RNCM strategic and operational plans. This includes significant planned investment in the estate and infrastructure.

Operations Department functions have a broad and significant profile within the College and a strong blend of personal and professional qualities will be essential, particularly the ability to work constructively with a wide range of administrative, professional support and academic colleagues.





MAIN DUTIES AND RESPONSIBILITIES

Strategic Development

- As a member of the **Executive Committee (Senior Leadership Team)**, the postholder will make a significant impact on the long-term direction, strategy and objectives of the RNCM to meet current and future business needs.
- Responsible for **major strategic projects** relating to capital, systems and change management. Ensure that developments and service provision are responsive to the changing needs of the College community.
- Participating in **strategic developments** of the College working with the Heads of Schools/Departments and other senior colleagues as appropriate to advise the Principal and the Board of Governors as required.
- Lead the **strategic development** of the College estate and ensure that all approved plans, policies, procedures and relevant compliance requirements are met.
- Develop, draft and **implement policy** relating to area of responsibility. Advise the Board of Governors and senior College managers on such matters as required.

Project Management

- Lead **project management** for all major and minor works, the planned and reactive maintenance programmes, energy management programme and the day to day operations of the Department. Responsible for ensuring all projects achieve quality and financial targets and are completed to client requirements. Devise and implement processes to periodically review and report on the progress of projects.
- Leading the development and management of the College's **infrastructure**, ensuring maximum space utilisation, and that space is fit for purpose and sustainable.

Service Delivery

- Lead the efficient and effective provision of comprehensive **client-centred services** for estate planning, management, facility support activities, health and safety, venue technical services, and environmental services (including ensuring that the College is compliant with all relevant legislation) and overall responsibility for planning and coordination of venue activity with Performance and Programming. Ensure service provision is responsive to the changing needs of the College community.
- Provide a comprehensive range of **facilities management** (i.e. soft) services including front of house, portering and security, plus management of outsourced services such as cleaning and security.
- Working closely with the Head of Digital, Technical and Production to lead the **use and development of technology** in operations areas to promote efficiency and effectiveness. Including an understanding of the integration between the physical and digital estate.
- Lead the **business planning process** for the Department's budget and capital investments, to ensure that all operations and development activities are provided at optimum cost effectiveness. Manage budgets ensuring good financial control and reporting to remain within budget parameters.

Compliance including Health and Safety

- Overall responsibility for **health and safety matters**, working with the College's Health and Safety Advisor and other operations heads and managers. Overall responsibility for the continuous development and management of the College's Health and Safety strategic developments with a particular responsibility in the area of estate and requirements under the Building Safety Act 2022, including venues management.
- Responsibility for the Department's compliance framework ensuring all **services are compliant** and carried out in accordance with safety procedures and relevant legislation which includes an effective and professional health and safety advisory service.



- Lead responsibility for dealing with **Protect Duty (Martyn's Law)** issues, provide advice and support to other staff, liaising with the Police/Counter-Terrorism and working with other agencies as required.
- Lead the **business continuity and emergency planning** processes for the College.
- Lead the College's **environmental sustainability agenda** to ensure that appropriate targets are set and achieved in the Environmental Framework.

General

- Provide **leadership to all staff** in the Department, ensuring that the necessary skill and competency levels are in place, developed or acquired. Keep skill mix under review to ensure that that College is able to operate as an informed client in all aspects of its estate, venues and facility management activities; procure in-house or contracted resources as necessary.
- Maintaining a **culture of continuous improvement** ensuring knowledge and understanding of current policy/legislation/trends and issues in construction/higher education is up to date.
- Establish **customer-focused relationships with key stakeholders** and represent the College on estates related matters in dealings with local and national external organisations. Represent the College in relevant professional networks, groups and forums to share knowledge and bring best practice to the College. Promote the College's work externally, ensuring that it is viewed as a leader in the provision of professional services in the conservatoire/small specialist institution sector.
- Initiate and draft responses to **formal consultations** from statutory bodies within the post holder's remit, advising senior colleagues, the Principal and the Board of Governors as appropriate.
- Participate in key **College committees** such as Executive Committee and the Professional Services Leadership Group including leading Health and Safety Committee, Security Working Group and the Environment Working Group.

ADDITIONAL INFORMATION

Who will I work with?

The Director of Estates and Facilities will advise and work closely with the Principal, Deputy Principal, Director of Finance, and the Director of Academic Quality and Clerk to the Board playing an active role in the development and implementation of RNCM strategic and operational plans.

You will interact with the Board of Governors, especially during periods of major capital development. The Board is highly engaged and are senior representatives in their own sectors.

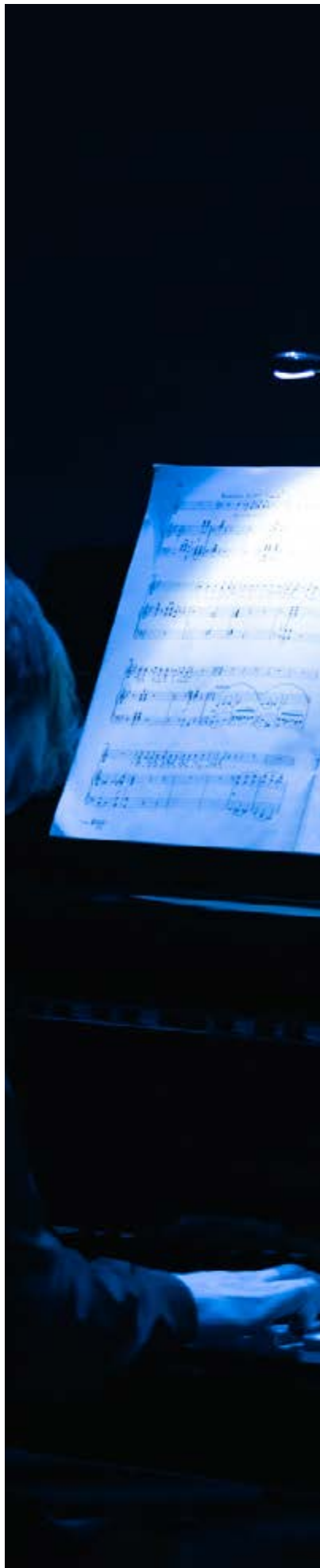
You will work closely with stakeholders, especially students and academic staff to ensure that you understand and can respond to both current and future requirements.

RNCM culture

RNCM is a small specialist institution with a unique and highly collaborative culture. It has a reputation for being innovative, creative, and forward-thinking. There is a culture of 'one-team' and it has high staff retention (demonstrated by an 88% staff engagement score). Standards are high as might be expected in an institution rated as joint 5th for music in the QS university world rankings. Despite this, the friendly and supportive nature of the College is felt immediately as you walk through the door.

Scale

The ambition of the College is reflected in the recent investment in the Operations team including the appointment of a new post of Capital Projects Manager. Recent capital projects include a transformational refurbishment of the Concert Hall (£6.5M, one of the main performance venues) which increased capacity and transformed a tired space into a modern fit for purpose venue; and a Decarbonisation Project (phase 1 £7M supported by a £5.45M grant from SALIX,



phase 2 is currently underway with a further £7M project to take the College very close to full heat decarbonisation). These are part of a longer term ambition to position the College infrastructure on a sustainable basis for the next 30 years.

Priorities

Following the decarbonisation project, the next **major capital project** will focus on providing new studio and teaching facilities to support ambitious plans for future curriculum and research requirements. This will be a significant scale project.

The development of a **15-year maintenance and refurbishment plan** is required which will operate alongside, and interact with, the major capital plan.

Delivery of a **transformation programme in estate systems** will take advantage of technical innovations and AI in order to take advantage of the benefits of automation and further enhance efficiency of systems to reduce cost and carbon footprint.

Safeguarding

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

Belonging, Equality, Diversity and Inclusion

You are responsible for applying the College's Belonging, Equality and Diversity Policy in your own area and in your general conduct.

Health and Safety Responsibilities

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The role holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made when necessary.

General

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed.

USEFUL RESOURCES

[RNCM Strategic Plan: Defining the Future of Music \(2020-2026\)](#)
[Defining the Future of Music: Annual Review 2023-24](#)
[Annual Impact Report 2023-24](#)
[Prospectus](#)
[Listings Guide](#)
[Staff Benefits](#)



PERSON SPECIFICATION

EXPERIENCE

ESSENTIAL

Strategic long term planning including developing strategies and implementation plans and delivering papers at a senior level.

Track record of success in a wide range of service delivery and change management in estates and facilities management.

Track record of leading a range of capital projects including refurbishment and new build developments.

Experience of developing a culture of innovation whilst managing a number of different teams including engineering, soft/hard facilities and technical theatre.

Strong experience of leading compliance (including health and safety) and business continuity/emergency response planning.

Strong experience of environmental sustainability.

Deliver at pace and manage competing priorities effectively. Supporting specialist activities and related maintenance and inspection schedules including building management systems and their optimisation.

Oversee reviews of engineering/structural installations and making strategic decisions.

Management of contracted services, their effective performance and financial management and value

DESIRABLE

Experience of working in the higher education sector.

Experience of engineering design and design related activities related to large projects or portfolios.

Experience of managing technical teams in a performing arts environment.

SKILLS AND KNOWLEDGE

ESSENTIAL

Highly effective planning, management, organising and prioritising skills including the preparation of high quality/impact reports.

Excellent communication, including influencing and negotiating skills, with a proven ability to build strong relationships with stakeholders and summarise and communicate complex/technical concepts and opportunities to a non-technical audience.

Challenge constructively, build rapport and influence senior leaders and strategic decision-makers.

Strong leadership and team working skills to inspire, motivate, develop, and encourage commitment in others in order to secure high performance and the continual development of the team.

Ability to remain calm, critically appraise, prioritise, and make decisions under pressure.

Commercial and financial acumen. Ability to gather data rigorously and conduct robust analysis, questioning assumptions and existing knowledge.

Advise on the design and location of major construction and engineering projects and on the associated appointment of consultants and contractors.



Lead by example and ensure that a robust framework of risk management and a health and safety culture is embedded across a range of functions to protect students, staff and visitors.

DESIRABLE

Knowledge of renewable and low carbon technologies.

QUALIFICATIONS

ESSENTIAL

Good honours degree in construction related discipline, relevant professional development.

A relevant higher degree and/or membership of a relevant professional body.

A relevant Health and Safety qualification e.g. NEBOSH Construction Certificate.

SUMMARY OF MAIN TERMS AND CONDITIONS

Salary: Commensurate with the seniority of the post.

Hours of Work: This is a full-time post, and its nature is such that the postholder will be expected to work such hours as are reasonably necessary in order to fulfil the duties in a professional manner.

Location: Royal Northern College of Music, 124 Oxford Road, Manchester, M13 9RD

Annual Leave: 35 days per annum, normal statutory days, and any efficiency closure days as many be determined by the Principal.

Pension: The post holder will be automatically enrolled into either the Local Government Pension Scheme or the Universities Superannuation Scheme.

Private Medical Cover: The postholder will receive private medical cover.

Date of issue: January 2025

Issued by: The Principal

HOW TO APPLY

For further information, please contact **Mike Dixon** or **Simon Critchley** at Dixon Walter:

T 0191 500 5500

E mike@dixonwalter.co.uk.

Applications should be made via email to mike@dixonwalter.co.uk and must include on separate documents:

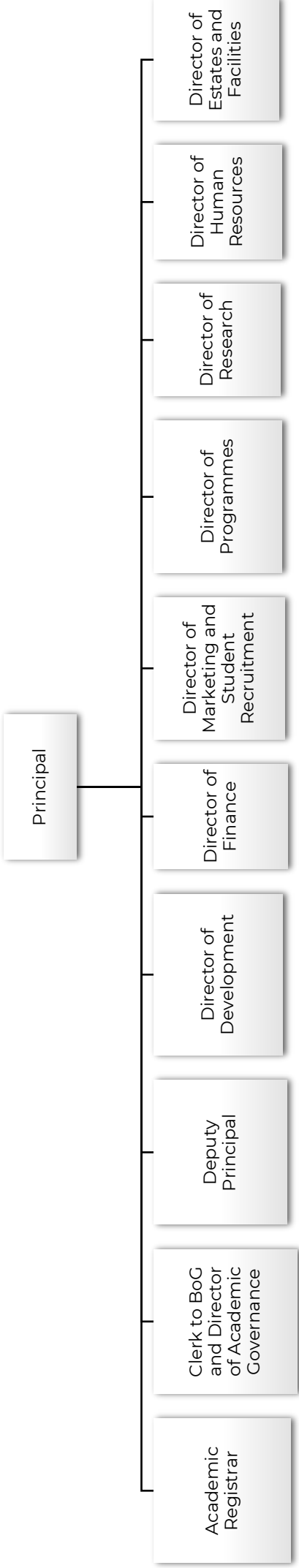
- a letter of application setting out your interest in the role and details of how you match the person specification
- a comprehensive curriculum vitae (CV)
- details of three referees and notice period (referees will not be contacted without your permission)
- a completed Personal Details Form available at www.dixonwalter.co.uk/opportunities/rncm-doeef/

Closing date: 5pm, Monday 3 February 2025

Longlist interviews: held with Dixon Walter via Microsoft Teams w/c 10 and 17 February

Final interviews: held at the RNCM on Wednesday 5 March 2025

RNCM Executive Team
with effect from July 2025



RNCM Estates and Facilities

with effect from July 2025

