

Summary

Job title	Head of Estates Digital
Division	UAS
Department	Estates Services
Location	The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ (there will be an option for some hybrid working, to be discussed at interview)
Grade and salary	Grade 10:£64,228 - £74,191 with a discretionary range to £80,913 per annum. Market Supplement may be considered for this role.
Hours	Full time
Contract type	Permanent
Reporting to	The Director of Estates
Vacancy reference	176963

The role

The University of Oxford is seeking a visionary **Head of Digital** to lead the digital transformation of its Estates Services department. With stewardship over a broad array of historical and modern facilities – from iconic sites to world leading laboratories, Oxford’s Estates Department aims to set a global standard in estate management through digital innovation. This role will be crucial in developing a robust foundation for a Smart Campus initiative, focusing on the integration of Building Information Modelling (BIM), enhancing interoperability across legacy and modern estate systems and advancing digital information management. The Head of Digital will drive transformative change, establishing Oxford as a leader in modern, sustainable, and data-driven estate management.

Flexible working

Hybrid working and informal flexible working arrangements would be considered for this role and should be discussed at interview.

Responsibilities

1. Digital Strategy and Transformation

- Develop and implement a comprehensive digital strategy that aligns with the Estates Department's strategic goals, with a focus on Smart Campus initiatives and data-driven decision-making.
- Lead the integration and standardisation of BIM across the University’s estate, ensuring alignment with industry best practices.



- Oversee the modernisation of legacy systems, facilitating seamless interoperability with newer digital platforms and ensuring long-term resilience.
- Align the estates digital transformation with the University's overarching digital transformation agenda.

2. System Integration and Information Management

- Lead the convergence of estates information systems, ensuring cohesive data flows between CAFM, BIM, and other existing platforms.
- Develop and implement robust novel solutions to manage and enhance data quality, accessibility, and usage across estate functions, propelling Oxford into the future of digital estate management.
- Introduce processes and policies that enable effective data management, asset management, and operations.

3. Stakeholder Engagement and Change Management

- Engage with key university stakeholders, including estates and facilities professionals, professional services, academics, and external partners, to promote digital transformation and foster a collaborative approach to change.
- Lead change management efforts aligned to the estates' transformation agenda, ensuring that staff at all levels understand and adopt new digital tools and processes as appropriate.
- Serve as the principal advisor on digital estate matters to the Director of Estates, providing insight into emerging digital trends and strategic opportunities.

4. Smart Campus Development

- Support the development of a Smart Campus vision, identifying and implementing technology solutions that enhance sustainability, operational efficiency, and user experience across the University's estate.
- Champion the use of advanced technologies, including IoT, AI, and predictive analytics, to optimise the space utilisation, energy efficiency, and overall campus functionality.

5. Team Leadership and Development

- Build and lead a high-performing digital team, fostering a culture of continuous improvement, innovation, and excellence.
- Ensure estates team members are equipped with the latest skills and knowledge, providing opportunities for professional growth and development.

Selection criteria

Essential selection criteria

- **Degree** in a relevant field, such as Built Environment, Architecture, Engineering, Information Technology, or a related discipline or equivalent.
- **Proven Leadership:** Demonstrable experience in a senior role delivering digital transformation within a complex estate, with a particular focus on BIM and system integration.
- **Digital Estate Management Expertise:** Extensive experience in digital information management, BIM implementation, and the adoption of Smart Campus or IoT technologies within the built environment.
- **Strategic Vision:** A track record of developing and implementing successful digital strategies that drive operational efficiency, sustainability, and innovation.
- **Stakeholder Management:** Exceptional interpersonal and communication skills, with the ability to influence and engage with stakeholders across multiple levels, including senior leadership.
- **Change Management:** Demonstrated success in leading change within large organisations, with experience in user adoption, training, and process improvement.

- **Strategic and analytical thinking** with the ability to envision long-term improvements and anticipate future needs.
- **Strong project management skills** with a focus on delivering projects on time, within budget, and with measurable results.
- **Passion for sustainable digital estate solutions**, aligning digital transformation efforts with environmental and operational goals.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Estates Services

Estates Services is responsible for the management and strategic development of the University's functional and commercial estate, comprising 440 buildings, and associated infrastructure. The University's functional buildings include specialist research buildings, teaching laboratories and lecture halls, sports facilities, libraries and museums, administrative and ceremonial buildings. Commercial properties include graduate accommodation, office space, warehouses and agricultural land and property.

The day-to-day responsibilities of Estates Services include managing the capital building programme, aimed at delivering world class new buildings; repairs and maintenance, including upkeep of some of the finest buildings in the city; facilities management for a number of University buildings; the provision of central services such as mail room services; maintaining a safe and secure physical environment; the allocation of space for departmental use; property acquisitions, disposals and leases; accommodation for graduate students at eight sites, as well as housing for key staff; conserving Wytham Woods and University Parks, and managing gardens and landscapes across the estate; carbon reduction strategies across the University and helping staff and students to make sustainable workplace and travel choices.

For more information please visit: <http://www.admin.ox.ac.uk/estates>

University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

Support the University's core academic purposes of teaching, learning and research;

Ensure the University can meet the requirements of government, funding bodies and other external agencies; and

Facilitate the attainment of the objectives set out in the University's Strategic Plan.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly hr.estates@admin.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>