**Chief Operating Officer**

Job Title: Chief Operating Officer (COO)

Reporting to: Chief Executive, under delegated authority of the Corporation

Location: It is expected the primary location will be Hayes Campus; the postholder will be required to work across all College campuses when required (Uxbridge, Harrow-on-the-Hill, Harrow Weald and Richmond).

Hybrid working can be considered with agreement of the Chief Executive, but it is expected the majority of working time will be on College sites.

Hours: 36 hours per week, 52 weeks per year

The Chief Operating Officer is a Designated Senior Post Holder.

**Purpose of the Job**

The Chief Operating Officer (COO) will provide strategic and operational leadership across HRUC’s Estates, Health & Safety, and Security functions, ensuring effective service delivery, regulatory compliance, and the alignment of these areas with the College’s strategic goals. The COO will play a crucial role in developing sustainable estate management practices, robust security policies, and a safe learning and working environment.

As a member of the Executive Management Team, the COO will contribute to the overall operational efficiency of the College, delivering performance targets and business plans while providing motivational leadership across their remit.

**Main Duties and Responsibilities**

**Strategic Leadership**

1. Lead the development and implementation of the College’s Estates, Health & Safety, and Security strategies, ensuring alignment with HRUC’s mission and strategic priorities.
2. Drive sustainability initiatives, ensuring efficient energy use, carbon reduction, and environmentally responsible estate management.
3. Establish key performance indicators (KPIs) to measure and enhance service delivery across Estates, Health & Safety, and Security.

**Estate Management**

1. Oversee the strategic planning and operational management of the College’s estate, including maintenance, capital projects, and space utilisation.
2. Ensure compliance with all relevant legal and regulatory requirements, including fire safety, accessibility, and environmental regulations.
3. Develop and implement long-term estate planning to support HRUC’s growth and infrastructure requirements.

**Health & Safety**

1. Act as the College’s senior responsible officer for Health & Safety, ensuring robust policies and procedures are in place and adhered to.
2. Oversee risk management strategies, including emergency planning, business continuity, and incident response protocols.
3. Lead a culture of continuous improvement in Health & Safety, embedding best practices across all college activities.

**Security & Safeguarding**

1. Develop and maintain a comprehensive security strategy to safeguard students, staff, and assets across all campuses.
2. Ensure compliance with safeguarding policies, working closely with relevant departments to uphold the highest security standards.
3. Oversee the implementation of effective security systems, including CCTV, access control, and incident management.

**Leadership & Management**

1. Lead and develop teams across Estates, Health & Safety, and Security, fostering a culture of excellence and accountability.
2. Work collaboratively with senior leaders, staff, and external stakeholders to deliver high-quality services.
3. Manage budgets effectively, ensuring value for money and financial sustainability across all areas of responsibility.

**Other responsibilities**

1. 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.
2. Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
3. Support the health and wellbeing of our staff and learners and be a champion for positive mental health.
4. Ensure college policy and procedures are fully adhered to.
5. 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 the Data Protection Act and College policies.
6. Participate in relevant and appropriate training and development as required.
7. 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.

**Chief Operating Officer - Person Specification**

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| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| **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 | **ü** |  | IV |
| Knowledge of and adherence to the Nolan seven principles of public life | **ü** |  | IV |
| **Qualifications and Experience** | | | |
| Relevant qualification(s) in Facilities Management, Estates Management or Health & Safety | **ü** |  | AF, Cert |
| Postgraduate qualification in leadership/management |  | **ü** | AF, Cert |
| NEBOSH / IOSH qualifications at Level 3 or above |  | **ü** | AF, Cert |
| Extensive experience in estates management, health & safety or security at a senior level within a large scale, complex organisation | **ü** |  | AF, IV |
| Experience within a further education setting |  | **ü** | AF, IV |
| Experience of managing large-scale capital projects | **ü** |  | AF, IV |
| Proven track record of developing and implementing strategic plans | **ü** |  | AF, IV |
| Strong communication skills, with focus on inter-departmental and matrix organisation role | **ü** |  | AF, IV |
| **Knowledge, Skills and Abilities** | | | |
| Strong knowledge of regulatory frameworks, including health & safety and environmental sustainability | **ü** |  | AF, IV |
| Membership of a relevant professional body (e.g. IOSH, IWFM) |  | **ü** | AF, Cert |
| Strong understanding of corporate finance and performance management principles | **ü** |  | AF, IV |
| Ability to lead multidisciplinary teams and drive cultural change | **ü** |  | AF, IV |
| Excellent budget management and financial planning skills | **ü** |  | AF, IV |
| Strong stakeholder management experience | **ü** |  | AF, IV |
| An entrepreneurial mindset with outstanding organisational and leadership skills | **ü** |  | AF, IV |
| Analytical abilities and problem-solving skills | **ü** |  | AF, IV |
| Ability to work under pressure and meet deadlines | **ü** |  | AF, IV |
| Knowledge of safeguarding requirements in educational settings | **ü** |  | IV |
| Exceptional communication and leadership skills | **ü** |  | AF, IV |
| Experience with digital estate management solutions |  | **ü** | AF, IV |
| **Personal Attributes** | | | |
| A strong commitment to HRUC’s values and mission | **ü** |  | IV |
| Ability to work under pressure and manage multiple priorities | **ü** |  | IV |
| Commitment to diversity, equality, and inclusion | **ü** |  | IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview / task at selection process

Cert = Certificates checked at interview stage and induction