

Role Title: Accommodation & Estates Programme Manager
Salary: Special C
Location: Bradford

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford. As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

The Accommodation and Estates Programme Manager will be the key advisor to the Trust on accommodation matters, overseeing the delivery of the Trust's Accommodation Strategy, and the project management of key capital projects within this from the Trust's perspective, including the effective planning, execution, and monitoring of large-scale initiatives, in liaison with internal and external stakeholders.

This role involves developing and maintaining a property related delivery programme, managing project lifecycles, fostering stakeholder relationships, securing funding, and ensuring compliance with Trust/Council policies and statutory requirements, ensuring there is effective space/utilisation planning in place for Trust occupied properties.



The post holder will be responsible for project related budget control in liaison with the Director of Finance and the Council, procurement of specialist support where appropriate, and reporting to the Trust's Executive Leadership Team, ensuring projects are delivered on time, within budget, and to the required quality standards, while meeting community needs and strategic goals.

The role involves being the lead on Corporate Landlord matters, including in relation to relevant Service Level Agreement/s with the Council, working closely with Council colleagues to meet the current and future accommodation needs of the Trust. The post holder will maintain an asset register of the properties leased/occupied by the Trust, in liaison with the Council.

Main Duties and Responsibilities

- Advise on the development and delivery of the Trust's Accommodation Strategy and the property aspects of the Trust's Sufficiency Strategy, and maintain an overview of these, ensuring appropriate review and reporting on progress
- Develop and maintain the Trust's property related capital programme, managing this in line with good practice, and liaising with service leads to ensure that developments are fit for purpose
- Prepare regular reports and updates on the Trust's property programme to internal Boards and meetings, including the Executive Leadership Team
- Develop and maintain an asset register for the Trust in liaison with Council colleagues
- Be the lead officer in relation to property related SLAs with the Council, leading periodic reviews of the SLA/s to meet Trust needs, and monitoring Council performance, holding the Council to account for delivery of property related services to the Trust in line with agreed performance measures
- Support the Executive Leadership Team and Trust Service Leads to identify, design and procure and deliver key capital projects to meet current and future accommodation needs, to time, within budget and in line with agreed objectives, liaising with internal and external stakeholders to ensure effective planning
- Ensuring effective space planning is in place for Trust occupied office accommodation, undertaking, co-ordinating or commissioning surveys as necessary
- Keep abreast of changing regulations and requirements in relation to building and property matters
- Lead the procurement of specialist advice as necessary, in line with agreed protocols and in liaison with the Procurement team, overseeing the management of any contracts arising
- To be accountable for project related capital budgets, working with services to secure new income streams and demonstrating value for money in the delivery of services
- To ensure effective working relationships with key partners, representing the Trust on partnership bodies as appropriate, including the Council's Corporate Landlord Board, and Bradford and Craven Strategic Estates Group
- To ensure all property related projects are progressed in accordance with health and safety regulations.
- The post holder will represent the Trust at external meetings relating to the functions of the role.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

- Have a relevant degree or equivalent demonstrable experience.
- Hold a relevant professional qualification, or have significant equivalent experience
- A current full UK driving licence
- Experience in procuring, leading and managing large and complex capital projects
- Experience of commercial negotiations
- Experience of successfully managing contractors to deliver building related projects
- Knowledge of Public Sector Procurement
- Knowledge of Construction Techniques
- Knowledge of H&S and Building related legislation
- Ability to manage workload and undertake prioritisation to meet deadlines
- Excellent IT skills
- Ability to work with and across teams in a positive and constructive manner to achieve results
- Ability to analyse, interpret and present complex ideas and information in a structured and readily understood manner
- The ability to successfully engage and communicate with a broad range of partners and stakeholders, building internal and external partnerships, orally and in writing
- Excellent financial planning skills and ability to develop a business case effectively

