



THE UNIVERSITY *of* EDINBURGH  
Estates Department



**Work With Us**



# Welcome

from Gary Jebb, Director of Estates

For more than four centuries the University of Edinburgh has been breaking new ground and changing the world. Today, we continue to make our mark, with world-leading experts educating the pioneers of tomorrow. Our graduates are highly sought after by employers, our diverse research continues to receive international acclaim and we excel in knowledge exchange and innovation.

Enviably located at the heart of Scotland's historic and inspiring capital, the University is not only Scotland's largest, with a student population of almost 40,000

and a staff complement of 14,300 but one of the top universities in the world. And of course, a world-class university in a world-class city needs world-class facilities - both now and in the future.

Yesterday, learning happened in lecture theatres. Today, technology lets us collaborate almost anywhere. Tomorrow, who knows? What we do know is that great things can happen when you get the right people together in the right environment.

The University's reputation is demonstrated through our positioning in both world and UK league tables. We rank 18<sup>th</sup> in the world, in the QS World University Rankings.

“ *...great things can happen when you get the right people together in the right environment...* ”

To maintain our success as one of the world's leading universities, we recruit the best people to a variety of roles each year. By joining our team of talented and committed professional services staff, you'll thrive in a stimulating, friendly and diverse environment that nurtures talent and rewards success.

## The Estate

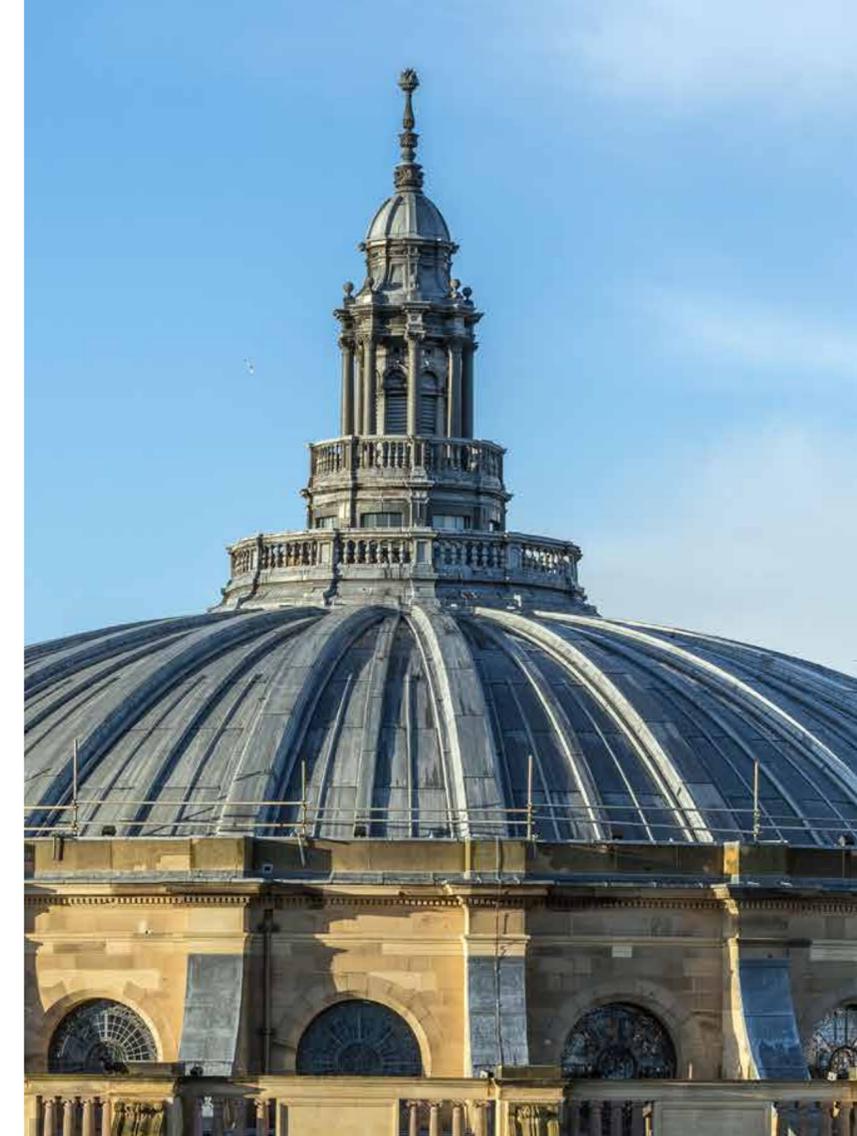
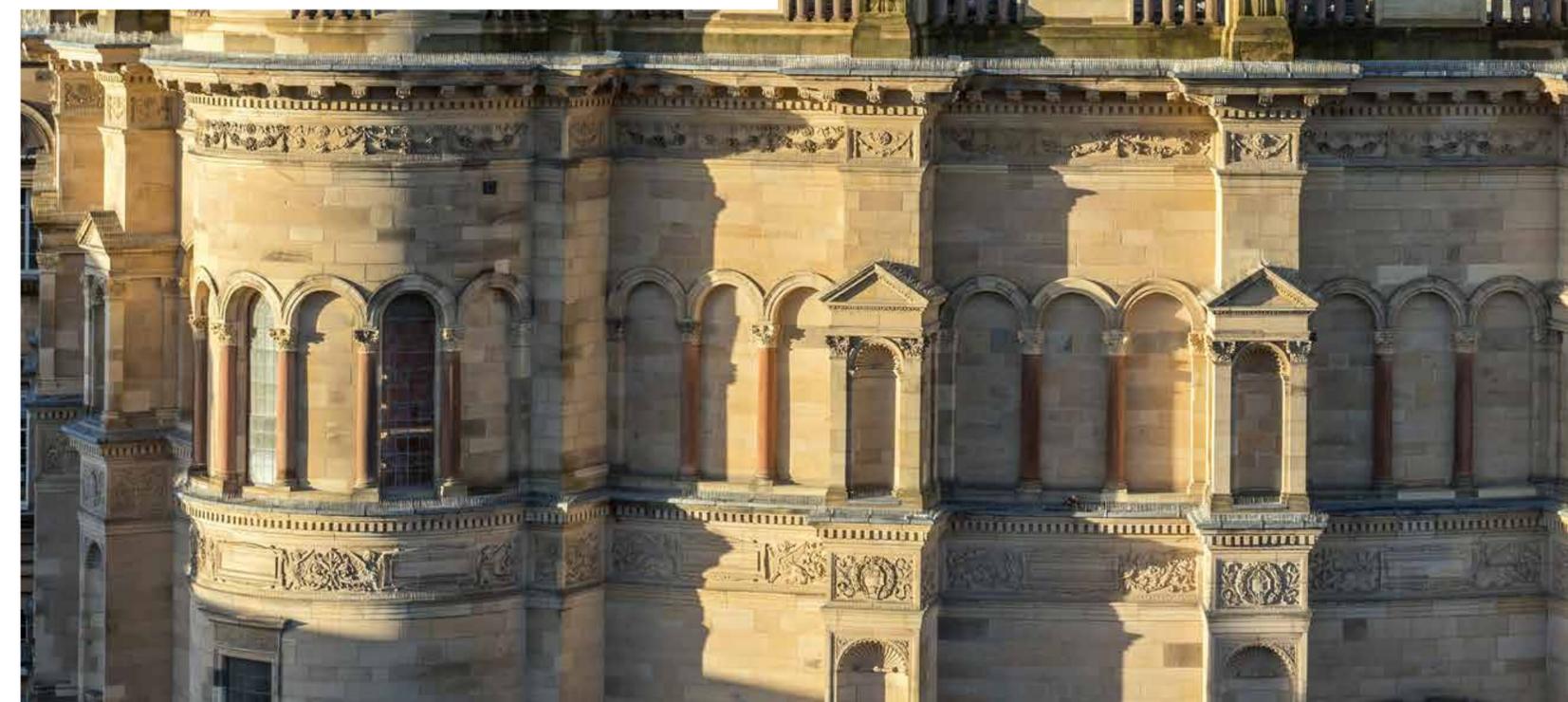
The University of Edinburgh was founded in 1583 and currently occupies more than 550 academic, administrative and residential buildings throughout the city of Edinburgh across five campuses; Central Area, King's Buildings, Easter Bush, BioQuarter and the Western General Hospital. There are also sporting facilities at Peffermill.

The estate is an exciting mix of eras and architecture. Whilst many of the buildings enjoy listed status and are

integral to the unique qualities and characteristics of the UNESCO World Heritage Site of Edinburgh, many more have been added over the years as the University has grown. The portfolio ranges from nationally important, iconic, historical buildings through to state of the art teaching, sporting and research facilities.

The University has a significant programme of estates investment underway, in both capital development and also in the infrastructure and resilience of the estate. This programme of campus improvements will enhance the estate for students, staff and visitors. Strategic acquisitions and implementation of new build and refurbishment projects will provide modern, sustainable and stimulating working and learning environments across the University to help ensure that it remains at the forefront of world leading research, teaching and learning.

*McEwan Hall in Edinburgh's city centre is one of many historical buildings maintained by the Estates Department.*





## What we do

The Estates Department is part of the Corporate Services Group and provides a range of key functional activities that help the University to achieve its corporate objectives. It is an integrated centre of excellence responsible for implementing decisions related to the buildings, fabric and infrastructure. It provides specialist advice to the University on strategic estates issues as well as its statutory obligations.

The comprehensive service provided includes:

- Estate Strategy and planning
- Delivery of the capital investment plan
- Professional and Technical Services; focusing on compliance issues including Health and Safety, asbestos management and water safety
- Maintenance and operation of the estate including planned and reactive works
- Forward planning including life-cycle replacement
- Servitorial, portering, ceremonial services, security, cleaning and mail services
- Energy management, waste management, transport, parking and furniture
- Helpdesk and administrative support

## Who we are

The department is led by Gary Jebb, Director of Estates, and currently employs 950 staff. It is committed to supporting the University in achieving excellence by providing a range of integrated services that are professional, customer-focused and designed to provide and maintain an estate that is safe, compliant and suitable for its intended purpose.

We actively seek improvements in all we do and will continue to embrace the principles of sustainable development, innovation and collaboration.

The department is a lively and diverse mix of people, professions and skills who work together within the departmental values of:

### ONE TEAM

We are one team – and we are best when we work together.

### PEOPLE

We value our people for who they are.

### RESPECT

We treat people how we like to be treated.

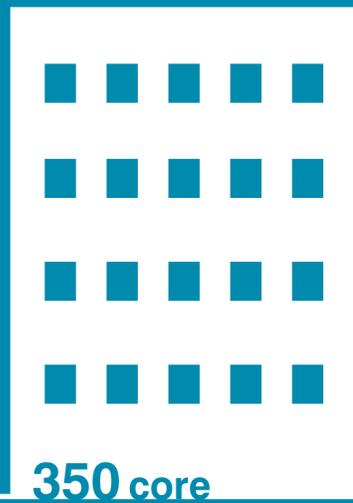


### POSITIVITY

We have a positive attitude towards our work.

### COMMITMENT

We do what we say we're going to do.



**550**  
buildings



**864,000** m<sup>2</sup>  
of floor space in total

over **120**  
listed buildings

# Estates in numbers

**950**  
members of the  
Estates Department



**398**  
teaching spaces

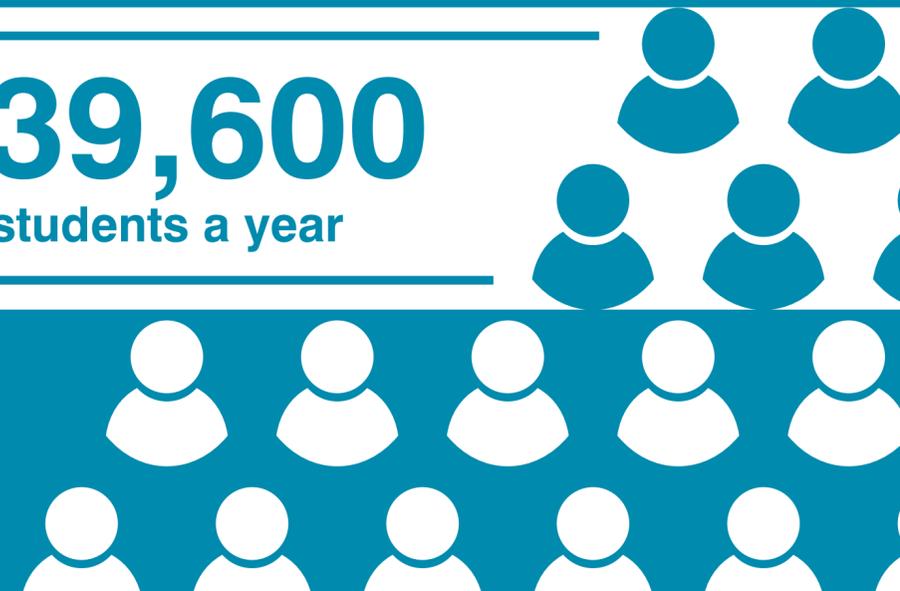


**1625**  
Old Moray House  
the university's oldest building

**4,000**  
construction jobs

**£150m**  
approved and funded  
projects

**39,600**  
students a year



Founded in  
**1583**

**14,340**  
university staff

# Working at the University

All jobs at the University of Edinburgh are advertised online, via our **eRecruitment** system. To find out about our latest vacancies see [www.vacancies.ed.ac.uk](http://www.vacancies.ed.ac.uk) or follow [@EdinUni\\_Jobs](https://twitter.com/EdinUni_Jobs) on Twitter.

## Pay and Reward

The University has developed a comprehensive pay structure that rewards our staff with highly competitive salaries and benefits.

*Information on policies and guidance in relation to pay and reward, including grading, pay scales, promotions and contribution processes can be found at:*

[www.ed.ac.uk/human-resources/policies-guidance/pay-reward](http://www.ed.ac.uk/human-resources/policies-guidance/pay-reward)

*Information on pay scales dependent on full/part time, trades or consultant employment can be found at:*

[www.ed.ac.uk/human-resources/pay-reward/pay](http://www.ed.ac.uk/human-resources/pay-reward/pay)

## Staff Benefits

As a staff member of the University of Edinburgh you can receive discounts offered by local businesses on presentation of your staff card. *Find out more about staff benefits:* [www.ed.ac.uk/human-resources/staff-benefits](http://www.ed.ac.uk/human-resources/staff-benefits)

## Annual Leave

We have a generous annual leave entitlement dependent on your grade. The Estates Department runs annual leave in accordance with the calendar year and your days will be allocated on a pro-rata basis at commencement of employment.

*Find out more at:* [www.ed.ac.uk/staff-benefits/annual-leave](http://www.ed.ac.uk/staff-benefits/annual-leave)

## Public Holidays

In addition to annual leave, staff are entitled to the four public holidays over Christmas and New Year when the University is closed.

## Pension Scheme

The pension scheme that we offer provides real peace of mind. The Pensions Office is responsible for administering the University of Edinburgh Staff Benefits Scheme and for providing information on other pension schemes. They can provide information about the schemes and discuss other options available to members. However they are unable to provide financial assistance and the Pensions Office recommend that you contact an independent financial advisor.

*More information on Pensions Schemes can be found here:* [www.ed.ac.uk/finance/for-staff/pension-schemes](http://www.ed.ac.uk/finance/for-staff/pension-schemes)

## Childcare and Family

Alongside flexible working we offer a number of benefits to help you manage your family commitments.

Tax-Free Childcare is a government scheme that enables eligible working parents to make savings on childcare costs by paying into an online childcare account. The government then adds contributions to these, which are used to pay a registered childcare provider.

*For more on our family friendly initiatives visit:*

[www.ed.ac.uk/equality-diversity/help-advice/family-friendly/staff](http://www.ed.ac.uk/equality-diversity/help-advice/family-friendly/staff)

## Travel

The University of Edinburgh can provide financial assistance to staff for transportation in the form of the Interest Free Transport Loan and the Cycle to Work Scheme. There are also shuttle buses, pool cars, walking guides, the Trip Share Scheme and the City Car Club. *To find out information on any of the above visit:* [www.ed.ac.uk/transport](http://www.ed.ac.uk/transport)

## Learning and Development

As a member of staff at the University, you'll enjoy an environment of continuous learning and development that will enable you to fulfil your academic, professional and personal goals.

We understand that staff learning and development is vital to our success, which is why we provide opportunities to all staff, whether you work in professional support services or the manual trades. Our rich mixture of training programmes, one-to-one coaching, workshops and seminars cover a range of areas, including:

- *Management and leadership*
- *Business development*
- *Communication and interpersonal skills*
- *Personal effectiveness*
- *Organisational skills*
- *Profession specific opportunities*

## Development Opportunities

A list of courses available to staff members for training, learning and development opportunities including courses and workshops for University staff can be found here: [www.ed.ac.uk/human-resources/learning-development](http://www.ed.ac.uk/human-resources/learning-development)

## Equality and Diversity

The University of Edinburgh is committed to equality of opportunity for all its staff and students. Support and advice are available on equality related matters. *Find out more about equality and diversity at the University here:* [www.ed.ac.uk/equality-diversity/about/strategy-action-plan](http://www.ed.ac.uk/equality-diversity/about/strategy-action-plan)

## Health & Wellbeing

The University offers a wide range of benefits to University staff including a Cycle to Work scheme, discounted Centre for Sport and Exercise memberships for staff and their families, staff counselling services and support for employees who have a caring responsibility.

The Staff Disability Service is available to support disabled employees and the University is committed to promoting a positive culture in which all members of the University community treat each other with dignity and respect.

# Investment in our estate

The University is continuing to expand and grow its influence. We are making significant investments in our estate and wider infrastructure to provide state of the art facilities which both students and staff can benefit from. We are at the forefront of the move towards the use of lower carbon technologies and are committed to sustainability and achieving our target of becoming zero-carbon by 2040.

The University estate is key to achieving these ambitions. Our estate is complex and has evolved over centuries, providing everything from research, teaching and learning space to residential, sporting and events venues all embedded within the City of Edinburgh.

Over the next ten years we are taking ground breaking to the next level. We are investing more than ever before in projects to provide innovative, safe and sustainable places to support world-class academic activity across our five campuses and enhance the student experience.

We are also investing in our student residential estate to provide an additional 2000-2500 beds to support the University's growth.

Overall, this investment of £1.5 billion over the next decade is not only an investment in the future of the University, but also in the future of knowledge and the future of Edinburgh itself.

## Central Area

We have an ambitious plan of capital expenditure in place to develop the University's central area where many of its most historic buildings are situated.

Recently completed projects include an investment of £34.5 million to restore our graduation hall, The McEwan Hall, to its original status as a major asset for both the University community and the City of Edinburgh. The refurbishment of St Cecilia's, Scotland's oldest purpose built concert hall, has transformed the original Georgian building to reclaim its position as a key cultural space.

The Appleton Tower has also been transformed from a 1960's 'eye-sore' to an attractive, landmark building, by remodelling the building's exterior. The recently completed Bayes Building will house the Advanced Computing Facility, a world-leading data-driven innovation hub.

We have further developments at varying stages of construction in the pipeline including the renovation and refurbishment of Old College, The Edinburgh College of Art, the Student Centre at Teviot, the Health and Wellbeing Centre on Bristo Square and the creation of a Postgraduate Study Centre at the Old Kirk on Holyrood Road.

The Edinburgh Futures Institute is being created on the site of the former Royal Infirmary and a series of minor projects are being carried out across the central areas to improve accessibility, enhance learning and teaching spaces and repair the fabric of our historic buildings.

## King's Buildings

The King's Buildings campus is a leading centre of science and engineering excellence and a major focus of University activity.

Over the next decade the campus will be transformed. A number of large-scale building projects are planned including the new engineering development, a new biology building and the 'Nucleus', a key priority in the University's long term plans to regenerate the King's Buildings campus. It will create a hub for staff and students and offer a mix of learning, studying, social and sport activities.

## BioQuarter

The University's College of Medicine and Veterinary Medicine is based at the BioQuarter. A phased development plan will establish it as an internationally

renowned centre of excellence for health, education, commercialisation and biomedical science.

Over the past ten years, the University has built four new buildings at the Edinburgh BioQuarter. The next phase of development is now well underway and will see the completion of the new Institute for Regeneration and Repair, the construction of biological research facilities and the Institute for Population Health Sciences, Informatics and the Medical School.

## Easter Bush

The Easter Bush Campus has the largest concentration of animal science related expertise anywhere in Europe and is home to the University's School of Veterinary Studies.

The Charnock Bradley building was completed at the end of 2017 to create a central hub for the campus. The 7,000m<sup>2</sup> sustainable building provides shared facilities for students, staff and research scientists.

*Charnock Bradley Building at the Easter Bush Campus.*



# Operations

**E**states Operations is the multi-disciplinary team responsible for delivering a diverse range of services to maintain the resilience, compliance and physical environment of the University's buildings and estate.

Operations staff are integral to the successful delivery of the services the Estates Department provides to the campus communities and ensures that they are places for learning, teaching, research, work, living, recreation and social activities. The team provide customer centric services to support the core University activity and these essential services are delivered 24 hours a day, 7 days a week.

The University has a very large, complex and diverse estate with 550 buildings extending across 5 campuses and 864,000m<sup>2</sup>, making it the second largest Higher Education institution in the UK. At this scale delivering business as usual is a constantly challenge.

The University continues to develop and extend as do the requirements to provide the infrastructure and

services that support the vision of being a world class estate for a world class institution.

With a planned Capital investment programme of £1.5bn over the next decade, Estates Operations must change and evolve to ensure the services it provides closely align and support this scale of development. This covers all stages of the construction process and the maintenance of the buildings once they are in use.

In 2016/17 a significant change programme was introduced to improve the delivery models for the Estates Operations Department.

### Remit and Resources

The Estates Operations team is split into 18 different sections, spread across five campuses to provide local services. During 2016/17 Estates Operations faced a number of considerable challenges to ensure that operational services continued to be delivered whilst undertaking and implementing a range of key initiatives to transform systems, working practices and develop staff capability.

### Services include:

- Planned and reactive maintenance and development of the building fabric, associated plant and systems
- Landscaping services, winter gritting, tree maintenance
- Energy and utilities management
- Cleaning Services and waste management
- Security
- Transport, travel, cycling and car parking management
- Health and safety, asbestos management
- Servitorial services – opening and closing buildings, classroom support, room set ups, mail deliveries as well as providing support for exams, graduations, receptionists and VIP visits
- Furniture procurement, redistribution and maintenance

- Helpdesk team
- Technical Engineering/Building Services including compliance and resilience of the build environment
- Building Management Systems

### Helpdesk

The Estates Helpdesk was set up in June 2016. It primarily supports the strategic development of our core maintenance systems with the overall aim of providing excellent front line customer service. The Helpdesk receives an average of 250 requests a day and is responsible for managing all fault reports and work requests received online and via telephone calls which are passed on to the relevant work team for action.



# EDINBURGH

## A world-class city

Edinburgh is a beautiful, historic city which has regularly been voted as one of the most desirable places to live in the world. Large enough to offer something for everyone, but small enough to feel like home, Edinburgh is a modern, sophisticated and beautiful European city with a diverse, multicultural community. It is a cultural hub, attracting the best in film, music, art and entertainment to its many cinemas, galleries, theatres and concert halls.

Home to a [UNESCO World Heritage Site](#), the city mixes architectural beauty and history with a lively, fun environment. It offers an exciting array of entertainment, history, culture and sport, with the beautiful Scottish countryside and coastline just a few miles away. It is a safe and prosperous city, with an abundance of parks and green spaces for recreation and reflection. Making the city an exciting and thriving place to live and work.

The city centre also plays host to a carnival atmosphere every August, when the world-famous [Edinburgh International Festival](#) and [Edinburgh Festival Fringe](#) deliver a billing of international acts in comedy, theatre, music and dance that attracts visitors in their thousands and takes over the town.

Edinburgh is the UK's most attractive city to live and work in [according to a study](#) commissioned by the Royal Mail in 2018. Education, business community, earnings, job opportunities and green space – which makes up 28% of the city - all rate highly against other UK cities. The study shows earnings in Edinburgh are second only to London with the average wage being £578 a week and an average employment rate of 70.8%, with access to education coming top out of other cities in the UK.



