

Royal Northern College of Music

Candidate Pack

Vacancy: Deputy Director of Estates and Facilities

Reference No: 2526-31

Closing Date: 12 Noon, Friday 3 July 2026

Interview Date: Wednesday 15 July 2026

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Deputy Director of Estates and Facilities

Department: Estates and Facilities

Responsible to: Director of Estates and Facilities

Responsible for: Head of Health, Safety, and Environment, Head of Digital, Technical and Production, Capital Projects Manager, Estates Compliance Manager, Venues Operations Manager, Facilities and Digihub Manager, Maintenance Manager and Estates Administrators

Overall Purpose of the Job

The Deputy Director of Estates and Facilities (DDEF) plays a key leadership role within the Estates & Facilities Directorate, supporting both the strategic and operational management of a complex Higher Education and Arts Venue estate. The post holder ensures that the campus environment is safe, sustainable, well-maintained, and aligned with the institution's long-term strategic ambitions.

The DDEF will have direct 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 outsourced services, while at all times ensuring a high quality service delivery at optimal cost.

The Deputy Director will work closely with the Director of Estates and Facilities, as well as other Deputies and Heads of Department across the RNCM, playing an active role in the implementation of RNCM strategic and operational plans. This includes significant involvement in the Estates and Facilities Strategy as an enabling strategy to the RNCM Strategic Plan 2026 – 2036.

Operations Department functions have a broad and significant profile within the College, and a range of personal and professional strengths will support success in this role, particularly the ability to work constructively with a wide range of administrative, professional support and academic colleagues.

Key Responsibilities, Accountabilities or Duties

Strategic Leadership & Planning

- Develop and deliver the Estate Strategy, Estate Masterplan, and associated strategic frameworks.
- Lead prioritisation and delivery of annual, medium-term, and long-term capital development plans.
- Ensure estate planning supports academic, artistic, and organisational objectives.
- Develop and Implement key on Policy and Procedural matters for the Director of Estates & Facilities.

Operational Management

- Oversee space management governance to ensure effective utilisation and allocation.

- Deliver a proactive, customer-focused planning, design, and procurement service.
- Embed continuous improvement across maintenance and service delivery.

Compliance, Governance & Risk

- Ensure statutory compliance across all E&F areas including Health & Safety, Security, Fire Safety, and Building Safety Act requirements.
- Maintain accurate project and maintenance documentation and assurance for audit.
- Advise senior leaders on implications of legislative and regulatory changes.
- Ensure robust Business Continuity Planning across the RNCM.

Leadership & Collaboration

- Lead, develop, and motivate Estates teams to deliver a collaborative and customer-focused service.
- Work closely with other service leads to enhance effectiveness.
- Manage contractor and partner relationships to ensure quality and value for money.

Financial & Resource Management

- Lead budget planning, forecasting, and resource allocation.
- Monitor expenditure to ensure financial control and value for money.
- Lead procurement processes in line with institutional procedures.

Sustainability & Environment

- Support net-zero carbon initiatives and sustainability projects.

Representation & Deputising

- Represent the Estates & Facilities Service at meetings and external networks.
- Deputise for the Director of Estates & Facilities as required.

Additional Information

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.

Health and Safety Responsibilities

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

To promote and sustain student wellbeing, working with the Health and Wellbeing Hub and other colleagues as appropriate, showing leadership for wellbeing within your department / area.

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. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential (E) / Desirable (D)	Method of Assessment
Experience		
Demonstrated and broad experience across all areas of the Estates and Facilities function	E	Application Form/Interview
Experience in leading a multi-disciplinary team of Estates professionals	E	
Experience managing budgets, forecasting, and procurement	E	
Extensive experience developing and delivering estate strategies and capital programmes	E	
Skills		
Strong leadership skills with the ability to motivate and develop teams	E	Application Form/Interview
Excellent communication and relationship-building skills	E	
Strong analytical and problem-solving ability with attention to detail	E	
High level of professionalism, integrity, and sound judgement	E	
Knowledge		
Knowledge of statutory compliance requirements including Health & Safety, Fire Safety, and associated construction legislation	E	Application Form/Interview
Qualifications		
Degree in a relevant property, estates, built environment, or business-related discipline, or equivalent experience	E	Application Form
Hold professional Chartered Status in a relevant field (e.g., RICS, MCIBSE, CIOB, IWFM, CIMA) with relevant professional post status experience	D	
Management/Leadership qualification. (MCMI, CMgr, IML)	D	

Summary of Terms and Conditions	
Salary	Grade 10 SCP 48 to 51, currently £65,509 to £71,566 per annum (subject to confirmation through HERA job evaluation)
Hours of Work	35 hours per week, (e.g. Monday – Friday, 9am – 5pm but may vary from time to time. Flexibility in working hours will be expected.)
Annual Leave	25 days per year, increasing to 30 days after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.
Pension	The post-holder will be eligible to join the Local Government Pension Scheme / Universities Superannuation Scheme

Issued by: Brent Wills, Director of Estates & Facilities **Date of issue:** June 2026

About Us

The RNCM

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

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 (including conducting), composition, musicology, music psychology, and music education.

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

What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via recruitment@rncm.ac.uk.



The Department - Estates and Facilities

Provides building facilities services i.e. cleaning, portering, reception and security, together with health and safety advice and support. Provides front of house management for all

events and comprehensive technical support within the College's performance venues. Responsible for building capital projects, environmental matters, fixtures and fittings, furniture, planned and reactive maintenance.

Staff Benefits

Annual leave

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

Working hours

35 hours per week for a full-time role

Flexibility

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

Family friendly policies

Enhanced maternity and paternity pay above statutory payments.

Pensions

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

Employee Assistance Programme

All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or housing advice.

Eye Tests

Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

Events

Staff can book one free or discounted ticket to most RNCM promoted events.

Professional Development

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

Travel

We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

Staff Discounts

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers on food and drink by using our

Rewards app.

Staff Wellbeing

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

Staff Voice

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.