

Candidate Brief

Executive Director – Infrastructure (Estates & IT)

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PRIVATE & CONFIDENTIAL
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East Coast College

East Coast College is a leading further education college with campuses in Lowestoft and Great Yarmouth, providing outstanding education and training for school leavers, adults and employers across the region. From entry-level courses to degrees, we offer a wide range of academic, technical and professional qualifications designed to help every learner achieve their ambitions.

Lowestoft campus offers modern facilities and industry-standard equipment, including excellent construction and welding workshops, hair and beauty and make-up salons, arts and media studios and specialist T Level facilities. In addition, the campus is home to East - our on-site training restaurant for Hospitality and Catering students, open to the public for bookings. The college's £11.3m Energy Skills Centre, specialising in engineering, maritime, energy and offshore training, is also located on-site.

Our Lowestoft campus is also home to our sixth form college, offering an extensive A Level and academic curriculum alongside clear progression routes to higher education, apprenticeships and employment. Our £25 million, purpose-built Lowestoft Sixth Form College offers an inspiring, dynamic learning environment equipped with specialist science labs, vibrant art rooms, multimedia suites, and versatile performance spaces. Bigger than a typical school sixth form, we provide an exceptional array of courses and subject combinations for unparalleled choice.



East Coast College is one of 16 colleges across England benefiting from the government's £1.5 billion FE Capital Transformation Fund, which is transforming its campus into a modern, state-of-the-art college. The new Great Yarmouth campus will feature a mock hospital ward, digital suites, a hair and beauty salon run by the college's students, a new gym and sports facilities, a lecture hall, and training kitchens and restaurants.

Designed with low-carbon operation at its core, the new campus will provide a sustainable, energy-efficient learning environment. It will also offer a range of modern amenities for staff, students and the wider community. The new Sports Centre is due to be completed in September 2026. The main campus is scheduled to open to students in September 2027, with landscaping and the return of the main-site car park due to be completed in 2028.

The Great Yarmouth campus currently offers specialist T-Level facilities, including a hospital ward and nursery. Students also benefit from creative studios, a performance theatre, a lecture hall, training kitchens, and health and fitness facilities, including a multi-use sports hall and gym. The campus also boasts a state-of-the-art Welding Academy, offering professional industry training.

The Place - Our brand-new University Centre in Great Yarmouth town center houses a variety of adult, access, and degree courses designed for retraining, upskilling, and building confidence. The modern campus features a fully equipped science lab, high-spec computers, breakout rooms, classrooms, and student common areas, providing an ideal learning environment.

Eastern Civil Engineering & Construction - Our Civil Engineering and Construction Campus at Lound, located on a 17-acre site, supports the training and upskilling of constructors, civil engineers, and plant maintenance operatives. Developed in collaboration with industry experts, the campus is specifically designed to meet current and future sector skills needs.

We are recognised for our specialist expertise in maritime, energy, engineering and offshore industries, with dedicated training center's that support some of the UK's most important sectors. Through our commercial training

provision and partnership with the University of Suffolk, we deliver industry-focused education that equips learners with the skills employers need now and in the future.

At East Coast College, education is about more than qualifications. We are dedicated to helping every student develop confidence, resilience, wellbeing and the employability skills needed to thrive. Our expert student support services and careers team work alongside our teaching staff to ensure every learner is supported throughout their journey.



Each year, hundreds of our students progress to university, apprenticeships or rewarding careers, making a positive impact in their communities and beyond. We take pride in helping every individual realise their potential and build a brighter future.

As the area's leading apprenticeship provider and a QAA Good-rated higher education provider, we are committed to delivering high-quality learning that prepares students for successful careers.

Our Purpose

To transform individuals and build communities through education.

Our Values

Aspirational – Being supportive, exploring potential and challenging ourselves daily.

Respectful – Acting with compassion, being inclusive, and welcoming others in our learning community and to our environment.

Professional – Putting team first, acting with integrity, developing our expertise and having a focused work ethic.

Successful – Determining our ambition, achieving excellence and continually raising standards.

For more information about East Coast College, please visit: www.eastcoast.ac.uk



Job Specification

Job Title:	Executive Director of Infrastructure
Reports to:	Deputy Chief Executive
Responsible for:	Head of Estates and Health and Safety and Head of IT
Location:	All campus locations

Purpose

- To provide strategic leadership and direction for the College's Infrastructure functions, incorporating Estates, Health & Safety, Sustainability, IT and Digital Services.
- To lead the development and delivery of a future-focused, integrated infrastructure strategy that supports the College's vision, growth ambitions, curriculum delivery, and student experience.
- To ensure the College's physical and digital environments are safe, compliant, efficient, sustainable and innovative.
- To act as a key member of the Senior Leadership Group (SLG), contributing to corporate strategy, organisational performance, and culture.
- To lead, inspire and develop high-performing Estates and IT teams through the direct line management of senior leaders within these functions.

Main Duties:

Strategic Leadership & Corporate Responsibility

- Contribute as a full member of the Senior Leadership Group, shaping and delivering the College's strategic plan and organisational priorities.
- Develop and implement a comprehensive Infrastructure Strategy, aligning Estates and IT with wider institutional goals.
- Provide expert advice and assurance to Governors, Committees, and the Executive on all infrastructure-related matters.
- Lead on risk management, compliance, and governance across Estates and IT functions.
- Champion a culture of continuous improvement, innovation, and sustainability across infrastructure services.

Estates & Sustainability

- Provide strategic oversight of the College estate, ensuring it is fit for purpose, financially sustainable, and aligned to curriculum and growth needs.
- Lead the development and delivery of the College's Estates and Sustainability Strategies, including decarbonisation and environmental targets.
- Oversee significant capital development programmes, including new builds and major refurbishments, ensuring delivery on time, within budget, and to specification.
- Ensure full compliance with health & safety legislation, statutory regulations, and environmental standards, maintaining a strong culture of safety.
- Secure and manage external funding opportunities to support capital investment.

- Establish effective partnerships with local authorities, funding bodies, contractors, and other stakeholders.
- Ensure optimal space utilisation and estate efficiency, providing strategic insight to SLG to inform decision-making.
- Lead on business continuity planning relating to the estate and infrastructure resilience.

IT & Digital Transformation

- Lead the development and delivery of a forward-thinking IT and Digital Strategy to support teaching, learning, business operations, and student experience.
- Drive digital innovation and transformation, ensuring the College leverages technology to improve outcomes and efficiency.
- Ensure robust cyber security, data protection, and systems resilience, with clear compliance and risk management frameworks.
- Oversee the effective delivery of IT services, infrastructure and systems, ensuring high levels of performance and user satisfaction.
- Maintain awareness of regional and national digital trends, ensuring the College remains competitive and forward-looking.
- Provide assurance to the Audit Committee on IT governance, compliance and risk.



Financial & Resource Management

- Hold overall responsibility for Estates and IT budgets, ensuring strong financial management, value for money, and long-term sustainability.
- Lead on procurement strategies, contract management and tendering processes in line with financial regulations.
- Ensure effective resource planning, workforce development and succession planning across both directorates.

Leadership & Stakeholder Engagement

- Lead and develop a high-performing leadership team, fostering accountability, collaboration and professional growth.
- Build strong relationships across curriculum and professional service areas to ensure infrastructure supports student success and organisational performance.
- Act as a key ambassador for the College with external partners and stakeholders.
- Ensure clear, transparent and effective communication of infrastructure plans and projects across the College.

All members of Team ECC staff are required to

- Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- Be responsible for safeguarding and promoting the welfare of students.
- Ensure literacy, numeracy and diversity are embedded and promoted.
- Undertake such additional duties as may be reasonably required, commensurate with the level of responsibility within the College.
- Ensure the health, safety and wellbeing of students, staff, contractors and visitors in accordance with College Health and Safety policies.
- Ensure that all staff and students are aware of safeguarding requirements and comply with the College's Safeguarding Policy.
- Attain level 2 literacy and numeracy.

As a list of general duties, the above is not exhaustive. The work of the College is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.



Person Specification

		Essential	Desirable
1	Comprehensive experience of leasing an Estates function within a highly complex customer-centric environment	Y	
2	Experience of managing an IT department		Y
3	A management qualification in a relevant discipline at Level 4 or above		Y
4	Recent and relevant Professional Learning, including professional networks, e.g. AoC		Y
5	Experience in writing strategic papers for consideration by SMG and Governors	Y	
6	Experience of planning and managing large capital projects of over £1 million, and revenue budgets of over £2 million		Y
7	Experience of effectively communicating at multiple levels within and outside of the College, including communicating technical information to non-technical specialists	Y	
8	Highly developed communication, interpersonal and prioritisation skills	Y	
9	Able to establish credibility with managers and understand the business need	Y	
10	A good eye for detail and the ability to produce and analyse data and make appropriate recommendations	Y	
11	A flexible approach to the needs of the job with an ability to work under pressure and to meet tight deadlines	Y	
12	Proactive with ability to work on own initiative	Y	

Terms

Remuneration

The salary will be Circa £70,000, dependent on experience (more potentially available for an exceptional candidate).

Annual Holidays

The holiday entitlement is 35 days per annum, plus recognised public holidays.

Relocation

An allowance of up to £8,000 is available for relocation costs, if required.

Pension Scheme

The holder of this post will have access to a Local Government or Teachers Pension scheme.

Checks

All appointments are subject to satisfactory pre-employment references and DBS clearance.

Timeline

The following timeline is indicative and should only be used as a guide. It may be subject to change.

Process	Date
Close for Applications	9:00 am Monday 17 th August 2026
Interviews with Dodd Partners	w/c 17 th August 2026
Final Interviews*	Early September 2026

How to Apply

The recruitment process is being undertaken by Dodd Partners on behalf of East Coast College. If you wish to apply for this position, please supply the following:

- A covering letter (maximum two sides) highlighting your suitability and how you meet the criteria in the Person Specification (Experience & Skills), together with details of your current remuneration.
- A comprehensive CV setting out your career history, with responsibilities and achievements.
- All applications should be emailed to Dodd Partners at contactus@doddpartners.com at your earliest convenience.

Further Information

Should you wish to have an informal discussion about the role, please contact John Dodd on **07545 431 848** or **01244 738450**. Alternatively, email: johndodd@doddpartners.com

