



**GIRTON
COLLEGE**

UNIVERSITY OF CAMBRIDGE

College Estates Surveyor

Candidate Pack



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1.



About Girton

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence.

Girton is a relaxed, friendly and close-knit college set in 50 acres of green belt, and is one of the largest colleges in Cambridge. Currently, the student community comprises c. 530 undergraduates and 330 postgraduates. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate.

As part of our strategic vision, we are seeking a RICS-qualified Estates Surveyor to lead on estate development, planning, and maintenance initiatives, ensuring our estate remains fit for purpose while meeting the highest sustainability standards. This will include a lead role on two very significant projects now underway: a major expansion of the built estate on our main site and the comprehensive decarbonisation of the existing estate, in order to transform the College into one of the greenest academic institutions in the country.

2.



Our Estate

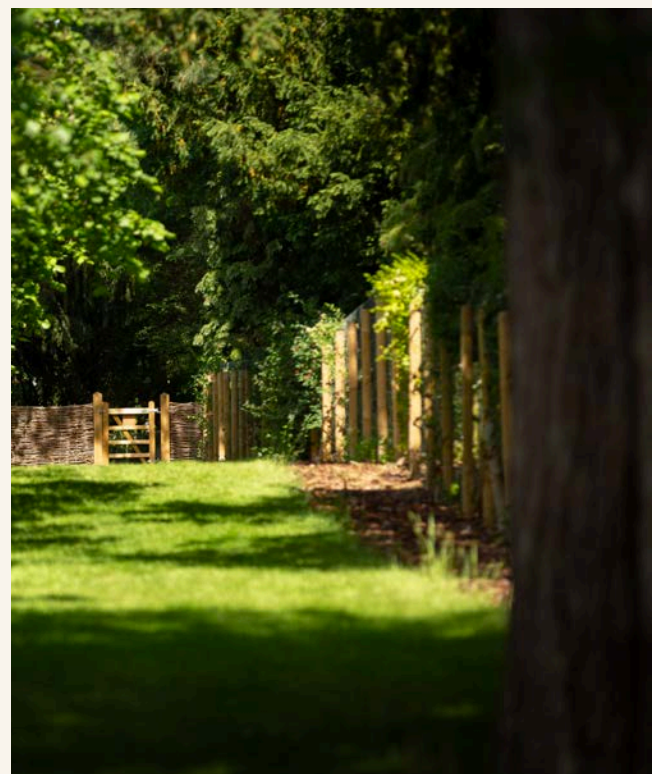
Now, and our plans for the future.

Our main College buildings are mostly Victorian, designed between the 1870s and the 1930s by three generations of the Waterhouse family. The main site buildings are Grade 2* listed.

We currently accommodate 350 students on our main site, primarily in single rooms and sets with shared bathrooms, and ensuite rooms in our Ash Court building. Our hall is one of the largest in Cambridge, there are spacious Fellows' dining and drawing rooms, handsome public rooms in the form of the Stanley Library and Old Hall, and several other smaller meeting rooms.

Girton's outstanding grounds comprise formal courtyards, natural woodlands, a heritage orchard and wildlife habitats. Students also enjoy an extensive Library and some of the best on-site sporting and leisure facilities in the University. It is the only undergraduate College in Cambridge with an indoor heated swimming pool.

Girton also extends into nearby Eddington, where a flourishing postgraduate and undergraduate community occupies the 325-room newly-built complex known as Swirles Court which is leased by the College from the University.





New Court Project

The College is preparing to embark on the most ambitious expansion of the estate on its main site since taking up residence here in the nineteenth century, with a c. £65m build cost.

This project will be transformational for the experience of generations of future Girtonians, creating over 120 new student rooms arranged around a series of open and enclosed courts, and incorporating a gym, a new MCR space, and dazzling new meeting rooms, including an iconic new auditorium. It is planned that the new development will be built to cutting edge low energy standards, with work on site due to commence in 2027 and the first cohort of students moving in by October 2030.

Decarbonisation

In parallel with the new courts project, the College plans an ambitious multi-year decarbonisation programme, including the development of alternative heating sources, the retrofitting of the existing estate and, potentially, the generation of power on our own site.

It is our ambition to make full use of our unique and extensive estate to become one of the greenest academic institutions in the country.

3.

The role

The Estates Surveyor will play a pivotal role in coordinating development and planning matters across the College estate.

Reporting to the Bursar (via the Junior Bursar), and having oversight of all construction works on site, you will manage the estate capex budget, oversee planned maintenance, and advise on the acquisition, lease, and disposal of assets.

You will also line manage the Maintenance & Contracts Manager, who in turn manages the Maintenance team.

You will act as the client representative and undertake client duties under the CDM 2015 regulations on major building projects, including the new courts and decarbonisation projects outlined above, liaising with internal and external stakeholders, including local authorities, planners, and the University.

You will ensure, through appropriate sequencing and robust project management that the College remains operational, occupied and that disruption is minimised throughout all construction projects, including large scale residential refurbishments.

This is a highly collaborative and strategic role, requiring a combination of technical expertise, leadership, and a deep understanding of planning regulations, particularly for listed buildings.

Summary

Location: Cambridge

Salary: Girton Single Spine point 61, £66,537 per annum

Working arrangements: Full-time, 35 hours per week

Contract Type: Permanent

4.

Key responsibilities

Estate Development and Sustainability

- Lead the development and maintenance of the estate in line with strategic objectives, focusing on energy efficiency, carbon reduction, and sustainable procurement.
- Actively monitor and reduce the College's energy consumption through reduction in heating demand.
- Stay informed on modern construction methods and design principles, including accreditation schemes such as Passivhaus, BREEAM, and Well.
- Ensure the College's compliance with CDM and other safety related regulations, including fire safety and water management. Ensure compliance with ANUK accreditation, AccessAble standards, and other relevant frameworks.
- You will directly line manage the Maintenance and Contracts Manager on behalf of the Junior Bursar, and you will advise other Heads of Departments on technical matters related to construction projects.

Line Management

Bursar

Junior Bursar

**Estates
Surveyor**

**Other Heads of
Operational
Departments**

**Maintenance and
Contracts Manager**

Planning and Asset Management

- Oversee planning and regulatory matters, particularly concerning listed buildings.
- Advise on and manage the acquisition, lease, and disposal of estate assets.
- Act as the client representative in negotiations with planners, local authorities, highways departments, the Parish, and other stakeholders.
- Commission and manage measured surveys, site drawings and planning-related assessments as required.

Committee Involvement

- Building and Estate Strategy Committee
- Health and Safety Committee
- Fire Safety Subcommittee
- Project Steering Meetings
- Heads of Department Committee
- Garden Committee

Maintenance and Documentation

- Drive the planned maintenance programme, ensuring alignment with strategic and compliance goals.
- Maintain accurate and up-to-date drawings, floor plans, and service documentation.
- Respond to requests for information from insurers and external stakeholders.
- Ensure all project and planning documents are filed and archived in accordance with records management policies.

Technology and Systems

- Oversee planning and regulatory matters, particularly concerning listed buildings.
- Advise on and manage the acquisition, lease, and disposal of estate assets.
- Act as the client representative in negotiations with planners, local authorities, highways departments, the Parish, and other stakeholders.
- Commission and manage measured surveys, site drawings and planning-related assessments as required.

5.



About you

We are seeking a motivated professional who combines technical expertise with a strategic mindset.

Essential Skills and Qualifications:

- RICS qualification or equivalent professional accreditation.
- In-depth knowledge of planning regulations, particularly for listed buildings.
- Proven experience managing large estates, including capex budgets and planned maintenance programmes.
- A track record of experience in client-side leadership of major building projects.
- Strong understanding of sustainability practices in construction and estate management.
- Proficiency in CAD software and familiarity with Building Management Systems (BMS).
- Excellent communication and negotiation skills, with experience liaising with planners, insurers, and internal and external stakeholders.

Desirable Skills:

- Competence in electronic Building Management
- Familiarity with frameworks such as Passivhaus, BREEAM, and Well.

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

6.

What we offer

- A competitive salary and benefits package. The salary for this post is set at Girton Single Spine point 61, £66,537 per annum.
- The opportunity to work on a historic estate with modern sustainability objectives.
- Professional development opportunities.
- A supportive and collaborative working environment.

Benefits package

- Pro-rata 34 days paid holiday (includes Bank Holidays)
- Life Assurance 3 X Annual salary
- Employee Assistance Programme
- Workplace Pension
- Health Cash Plan (MediCash)
- Cycle to Work Scheme
- Electric Car Scheme
- Gym & swimming pool
- Free Staff Lunch and refreshments
- Staff discount to hold private events in College
- Local Discounts via the University
- Access to a Holiday Playscheme

Some of the above are non-contractual

7.



How to apply

To apply for this role, please **submit your CV and a cover letter** outlining your suitability for the position to recruitment@girton.cam.ac.uk

The deadline for applications is 9am, Friday 6 June 2025.

We are anticipating 2 days of interviews to be held on the weeks commencing 16 or 23 June. For an informal discussion about the role, please contact Maureen Hackett, Junior Bursar, on juniorbursar@girton.cam.ac.uk

Girton College is an equal opportunities employer.