

FINAL ORGANISATIONAL STRUCTURE

Estates and Facilities

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Reviewed by:	• Director of Estates and Facilities	27/05/2025
Approved by:	• Chief Finance and Resources Officer	27/05/2025

1. Introduction

- 1.1. This document outlines the final structure for Estates and Facilities following the launch of a proposed restructure on 11 March 2025 and a consultation period from 11 March to 2 May 2025.
- 1.2. During the consultation period, feedback was provided through individual and group meetings, trade union colleagues, and via the Consultation Response and Change Team email accounts. In total, over 270 consultation response emails were received, of which over 15 were for the Estates and Facilities area, including the transfer of Reception.
- 1.3. The Vice Chancellor's Executive Group (VCEG) recognise that colleagues have taken considerable time and effort to respond to the consultation proposals, reflecting the high level of commitment among colleagues to ensuring the success of the University and its students. VCEG members are very grateful for all the feedback provided and have considered the feedback genuinely and transparently.
- 1.4. This document first references the original proposal for a restructure from 11 March 2025. It then considers the feedback that was received during the consultation period and identifies the outcome of that feedback in terms of any changes to the proposed structures, posts and job descriptions. The document then outlines the final structures, including organisation charts, and summarises the impact of the changes on posts. It also provides information about next steps.

2. Original proposed restructure

- 2.1. Details of the original proposed restructure, including the background to the restructure and the need to ensure the University remains sustainable and fit for the future, can be found [here](#).

3. Summary of Feedback Received

- 3.1. During the consultation period between 11 March and 2 May, feedback on the proposals was received via the Consultation Response and Change Team email accounts, as well as through individual, group meetings and trade union colleagues. A link to a summary of the feedback can be found [here](#).
- 3.2. The feedback can be summarised as follows:
 - Campus Services
 - Concerns on downsizing the Print Shop
 - Concerns on reception moving to E&F and the model proposed
 - Health and Safety and Sustainability
 - Limited feedback on process for job applications received
 - Maintenance, Capital and Compliance
 - General support for the new maintenance apprentice role

- Concern over Compliance function moving to a centralised team

4. Reflections on the feedback

- 4.1. The feedback received has been considered genuinely and transparently. Detailed responses to the feedback can be found in the accompanying feedback document [here](#).
- 4.2. As a result of the feedback, the following changes have been made to the original proposals that were developed for the consultation.
- 4.3. Campus Services (Campus Operations)
 - Minor JD updates to Head of Campus Operations
 - Minor JD updates to Campus Operations Manager, Supervisor and Coordinator to ensure the reception function is fully considered
 - Update to location of one Coordinator to be mobile across all sites, to improve flexibility and respond to changing needs.
 - A challenge existing with the potential implementation of 2 MRFMOs in Bedford and 3 in Luton, where the existing structure has 3 slots in Bedford. This will be considered in the implementation phase.
- 4.4. Campus Services (Reception)
 - Changes proposed to increase FTE from 3.2 to 3.3 to avoid needing to reduce incumbent staff hours. This results in 4 “D Category” employees moving to “B Category”
 - Operational hours were reviewed, and it was decided to revert back to the existing hours with a view to increasing the team size later if longer hours were required
 - Changing resource allocation between campuses, to leave 1.8 FTE in Luton and 1.5 FTE in Bedford, which better aligns with the existing resources.
 - Clarification provided in consultation feedback documents on training, cover, and management
 - A challenge remains with the existing staff (2.8 in Luton and 0.5 FTE in Bedford unable to work in the other location and will need to be considered in the implementation phase.
 - JD updated to include minor wording changes and inclusion of printing ID cards
- 4.5. Campus Services (Print Shop)
 - No significant changes proposed from the consultation proposal
 - Feedback provided questioned if the staffing was correct, however, there is a desire to use a more flexible staffing model to enable resource for elsewhere to support with certain tasks.
 - Print Shop Operations Manager JD updated to be modernised and reflect reporting line.

4.6. Campus Services (Space Management)

- No changes proposed from the consultation proposal (no material feedback provided)

4.7. Health and Safety and Sustainability

- No changes proposed from the consultation proposal (no material feedback provided)

4.8. Maintenance, & Projects

- No changes proposed following consideration of Compliance and Finance feedback. We believe a centralised team working closely in conjunction with E&F with help improve performance, support resilience and allow existing management to focus on more specialist areas of their role is the most appropriate solution going forward.
- A change to the JD Title for the Engineering Maintenance Manager to better reflect their role has been adopted.

5. Final structures

5.1. The organogram for the final structure for Estates and Facilities is provided in [Annex A](#).

5.2. Job Descriptions for each new or revised post in the final structure can be found [here](#).

6. Impact of Changes

6.1. As part of the consultation process, the impact of the proposed changes were categorised as follows:

Category	Impact on post	Status	Impact on colleague
A	No changes to Job Description (JD).	No change therefore out of scope	No impact - out of scope.
B	Minor changes to JD (e.g. Job Title).	Not at risk	Colleague is matched to updated post.
C	Changes to JD, but considered to be a suitable alternative.	Not at risk	Colleague is slotted into updated post.
D	No changes to JD, but more people than posts.	At risk	Colleague is 'pooled' with other at risk colleagues performing the same job.
			Post is ring fenced for at risk colleagues.

			Colleagues are selected through a written submission/ interview process.
E	Changes to JD, but still considered to be a suitable alternative & more people than posts.	At risk	Colleague is 'pooled' with other at risk colleagues performing the same job
			Post is ring fenced for at risk colleagues.
			Colleagues are selected through a written submission/ interview process.
F	Post is deleted and does not exist in the new structure.	At risk	Colleague added to redeployment register.

6.2. Following the consultation process, the breakdown of posts in each category for Estates and Facilities is as follows:

GRADE / CHANGE SCENARIO	A	B	C	D	E	F	RESIGNED	TRANSFER	OUT OF SCOPE	GRAND TOTAL
3			26							26
4			11		2	2	1			16
5	1					2				3
6	2		1		4			3		10
7	4						1			5
8	1	1	1			1				4
9	2					1				3
Spot	1		1							2
Grand Total	11	1	40	0	6	6	2	3	0	69

6.3. Please note that the table focuses on posts. Applications for Voluntary Redundancy are still being considered and so the actual impact on colleagues may change up to 6 June.

6.4. A summary of the impact by current role is provided in the table below.

ROLE TITLE as of 11 March	GRADE	FINAL CHANGE CATEGORY	ROLE TITLE as of 1 August
Cleaner	3	C	Cleaners
Post Room Assistant	4	E	Pooled for Print and Post Room Operative

Reprographics Assistant	4	E	Pooled for Print and Post Room Operative
Cleaning Team Leader	4	F	
Customer Service Advisor (Reception)	4	C	Customer Service Advisor (Reception)
Grounds Person	4	C	Multi -Role FM Operative-Grounds
Site Agent	4	C	Multi-Role FM Operative
Premises Officer	4	C	Multi-Role FM Operative
Steward	4	C	Multi-Role FM Operative
Maintenance Electrician	5	F	
Maintenance Plumber	5	F	
Digital Print Operator	5	A	Digital Print Operator
Finance Officer	6	TRANSFER	
Contracts, Compliance & Records Management	6	TRANSFER	
Housing Manager	6	TRANSFER	
Helpdesk Lead and Operational Admin Officer	6	A	Helpdesk Lead and Operational Admin Officer
Operations Manager	6	C	Printshop Operations Manager
Space and CAFM Support Officer	6	A	Space and CAFM Support Officer
Cleaning Supervisor	6	E	Pooled for Campus Operations Site Supervisor
Customer Service Supervisor	6	E	Pooled for Campus Operations Site Supervisor
Premises Officer Supervisor	6	E	Pooled for Campus Operations Site Supervisor
Site Officer Supervisor	6	E	Pooled for Campus Operations Site Supervisor
Health & Safety Advisor	7	A	Health & Safety Advisor
Maintenance Engineer	7	A	Maintenance Engineer
Maintenance Engineer	7	A	Maintenance Engineer
Project Manager	7	A	Project Manager
Printshop and Support Services Manager	8	F	
Senior Surveyor Engineer Manager	8	B	Engineering Maintenance Manager
Senior Project Manager	8	A	Senior Project Manager
Space Management & CAFM Manager	8	C	Space Management & CAFM Manager
Head of Energy & Sustainability	9	F	
Deputy Director of Estates (Maintenance, Compliance, Projects)	9	A	Deputy Director of Estates (Maintenance, Compliance, Projects)
Deputy Director of Facilities (Campus Services)	9	A	Deputy Director of Facilities (Campus Services)
Head of Health & Safety	Spot	C	Deputy Director of Estates: H&S and Sustainability

Director of Estates & Facilities	Spot	A	Director of Estates & Facilities
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6.5. A link to the job descriptions for posts categorised as B-E can be found [here](#).

6.6. A schedule of vacancies across the University can be found [here](#). Please note that this schedule will be updated regularly up to 31 July 2025 to reflect the latest vacancy position.

7. Next Steps

7.1. An overview of the timescales for the next steps is set out below.

Date	Action
Friday 30 th May	Final structures shared Staff in categories B-F receive individual outcome letters
Friday 6 th June	Deadline to sign settlement agreement in respect of VR
Monday 9 th June onwards	Deadline to submit Application/ Redeployment Form and Supporting Statement Form(s) for new and vacant posts – see University Restructure Consultation Hub for specific deadline for each post
Friday 13 th June	Deadline to submit Application/ Redeployment Form and Supporting Statement Form(s) for pooled posts
Monday 16 th June onwards	Redundancy dismissal meetings commence
Monday 23 rd June for roughly 3 weeks	Interviews take place
Friday 1 st August	New structures implemented

Full details of the next steps for selection and redeployment can be found [here](#). This includes information on:

- Outcome letters
- Opening up new and vacant posts
- Applications and shortlisting
- Voluntary redundancy
- Interview process
- Redundancy dismissal meetings
- Trial period

8. Staff Support

- 8.1. It is appreciated that change can be an unsettling time for colleagues, whether or not they are directly affected by the restructure. Therefore, a significant amount of support is in place for colleagues. Detail of the staff support can be found [here](#).

9. Reasonable Adjustments

- 9.1. We're committed to supporting all our colleagues, and that means going beyond our legal responsibilities. While we have a duty to make reasonable adjustments to the selection and redeployment process for anyone with a disability — whether or not it's been formally disclosed — our aim is to create an inclusive and supportive environment for everyone. Should colleagues require any special arrangements, reasonable adjustments, or additional support at any stage of this process, please contact P&C@beds.ac.uk to discuss further.

10. Equality Impact Assessment

- 10.1. We are continuing work on our Equality Impact Analysis, with the second stage due to be completed after the 6th June when the voluntary redundancy scheme is concluded. People & Culture colleagues will help those leading the consultation to understand the data and think through potential impacts and mitigating actions that might be undertaken.
- 10.2. The groups identified as being disproportionately affected at this point include women and Asian/ Asian British colleagues – this is at University level and may look different at a team level, or upon the next iteration of the EIA. We have taken steps to mitigate the impact on affected groups. One way we have done this is to emphasize that where roles are identified as full time in the final structures, we will consider flexible ways to fill them, such as part-time working. For further information around how we have sought to make the process more inclusive see: [Making the restructure process more inclusive](#).

Annex A – final structure



ESTATES AND FACILITIES

August 2025

