

Job Title: Estates Information & Data Manager

Grade: 7

Salary: £39,906 - £46,049 per annum pro-rata if part-time

Department: Estates and Campus Services

Hours/Contract: Full-time or job share, permanent

Job Family: Management and Administration

Reference: 13432

Role Purpose

The Estates Information & Data Manager is responsible for the ownership, governance and development of the University's estate information architecture that underpins CAFM/IWMS platforms, Building Information Modelling (BIM), space data and associated digital estate systems.

The role defines and maintains estate data structures, standards and governance frameworks supporting operational maintenance, statutory compliance, capital programme delivery, space management and long-term estate planning.

Acting as the University's lead for non-graphical BIM and estate information management, the post ensures that estate information is structured, validated and aligned with recognised information management principles, including ISO 19650, in a way that is proportionate and practical for operational use.

The role supports the development of a digitally enabled estate by ensuring that estate information across systems, projects and reporting environments remains consistent, governed and usable. A key aspect of the role will be supporting the development of institution-wide approaches to space data management, including the implementation of structured space use surveys and digital validation processes delivered in partnership with Space Management Business Partners.

Resources Managed

- Strategic ownership of the University's estate contextual datasets covering property, location, space use and asset information.
- Technical authority over estate data standards and governance frameworks within CAFM/IWMS and associated estate systems.
- Advisory responsibility relating to estate information structures, BIM-aligned information and space data governance.
- No direct line management responsibility.





Main Duties and Responsibilities

- Define and maintain estate data structures, hierarchies, naming conventions and governance standards across CAFM/IWMS, BIM and associated estate systems.
- Lead the development and implementation of estate data governance frameworks, validation rules, audit processes and information standards aligned with ISO 19650 principles.
- Act as ECS lead for non-graphical BIM information and ensure project-delivered data is structured, validated and suitable for operational systems.
- Support the development of structured space use surveys and digital validation tools in partnership with Space Management Business Partners and departments across the University.
- Ensure consistency and integrity of estate information across systems, reporting environments and capital project information exchanges.
- Design and implement data quality assurance and lifecycle management processes relating to estate information.
- Support reporting, dashboards and analytics by ensuring authoritative and governed source data is available.
- Provide expert advice and guidance to ECS colleagues, Project Teams and stakeholders on estate information standards and governance requirements.
- Continuous improvement, professional development and other duties commensurate with the grade of the post.

Internal and External Relationships

Close working relationship with the Head of Information and Data Management.

Regular collaboration with Systems & Data Platforms Manager, Business Analyst and CAD Technician within the IDM function.

Partnership working with Space Management and Space Management Business Partners regarding space data governance and survey activity.

Engagement with ECS operational teams including Asset Compliance, Facilities Management and Project Delivery.

Liaison with Digital Services regarding systems integration and data architecture considerations.

Engagement with external consultants, contractors and suppliers delivering BIM or estate information.

Planning and Organising

Operate with a high degree of autonomy in planning and prioritising estate information governance and development activities.

Balance operational requirements with longer-term development of estate information standards and structures.



Coordinate estate data updates arising from projects, operational changes and space management activity.

Support continuous improvement of estate information processes, governance frameworks and digital estate capability.

Qualifications, Knowledge and Experience

Essential

- Degree-level qualification or equivalent professional experience in information management, data governance, built environment systems or related discipline.
- Significant experience managing complex datasets within enterprise systems such as CAFM, IWMS or asset management platforms.
- Experience defining data standards, governance frameworks or structured information models.
- Strong understanding of information lifecycle management and data quality principles.
- Ability to provide technical guidance and influence stakeholders across multidisciplinary teams.

Desirable

- Experience working with BIM-aligned information management principles, including ISO 19650.
- Knowledge of non-graphical BIM datasets and structured asset information.
- Experience of space management, property or asset-related information systems.
- Experience within Higher Education or a similarly large and complex organisation.
- Experience supporting digital transformation or enterprise system development initiatives.

Skills, Abilities and Competencies

Essential

- Strong strategic and systems thinking capability. *
- Strong SQL and data management skills. *
- Advanced understanding of data governance and information architecture principles. *
- Excellent analytical and problem-solving skills. *
- High attention to detail and commitment to data quality.
- Ability to communicate complex information concepts clearly to non-technical audiences.
- Ability to work collaboratively and influence stakeholders without direct line management authority.
- Ability to manage competing priorities and operate autonomously.

Desirable

- Understanding of space data management and utilisation analysis.





- Awareness of CAFM/IWMS integration principles and digital estate concepts.

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

