

**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Affordable Sustainable Housing Consultant – KTP Associate				
DEPARTMENT	Sanctuary				
LOCATION	Chamber Court, Castel Street, Worcester, WR1 3ZQ				
JOB NUMBER	EL1184	GRADE	From £25,000	DATE	October 2021
REPORTS TO	Head of Place Shaping / Construction Director				

Salary negotiable depending on experience and qualifications

CONTEXT

Sanctuary and the University of Lincoln have been successful in winning a government grant through the Knowledge Transfer Partnership (KTP) scheme administered and managed by InnovateUK. This has created an exciting and innovative partnership opportunity between Sanctuary [Sanctuary Group | Homepage \(sanctuary-group.co.uk\)](http://sanctuary-group.co.uk) and the Lincoln School of Architecture and the Built Environment www.lincoln.ac.uk/home/abe/.

Sanctuary Group (established 1969) is one of UK's leading providers of housing, care and commercial services. The Group employs more than 13,000 people and manages over 100,000 units of accommodation, providing homes for more than 250,000 people in England and Scotland. The stock includes general rented, retirement living, supported housing, student and key working accommodation and care homes. Sanctuary's mission is to build affordable homes and sustainable communities where people choose to live.

The University of Lincoln is a progressive, forward-looking and dynamic International University. It continues to grow by focusing on research and teaching excellence, external funding streams, and by putting students at the heart of everything it does. The Lincoln School of Architecture and the Built Environment (LSABE) is one of six schools in the College of Arts and plays a dynamic role in the intellectual and cultural landscapes of the region and beyond. LSABE has a collegiate, innovative and lively atmosphere and takes pride in the quality of its teaching, research and the student experience as a whole.

We are looking to recruit a high calibre undergraduate or postgraduate KTP Associate, from a relevant built environment / sustainability background with a knowledge of, or interest in, affordable and sustainable housing. The successful candidate will ideally have academic and/or practical knowledge in building design, construction, and use, and familiarity with housing procurement from land acquisition, through design and construction, occupation, use and maintenance, and ultimate recycling and disposal.

The KTP Associate will be based mainly in the Worcester offices of Sanctuary and will be subject to their employment practices and conditions of work. This location provides a base for travel across the UK and the Associate will need to be prepared and willing to travel to various workplace offices and housing sites across the UK. The Associate will manage and lead a 36-month project which focusses on Sanctuary's need to innovate its home design / construction methods to respond to global challenges of climate change, while creating affordable, sustainable homes. It will create an evaluative framework capturing the entire procurement process involved in developing a home and this will feed into developing new housing types.

JOB PURPOSE

To undertake internal and external research, in order to become familiar with all areas of construction and development operation and stages of the company procurement and operational processes

To investigate requirements, opportunities and challenges for a sustainability evaluation framework, and report on market opportunities and operational challenges

To design and develop a sustainable evaluation framework, and methodology to support the design, build and life of a new low-cost sustainable home. The framework will seek to improve productivity by reviewing methods of construction and also eliminate waste from current construction practice and throughout the entire lifecycle of developing a home

To commercialise the evaluation framework through fine tuning to implement and embed into Sanctuary Homes' design, construction, procurement, sales and marketing functions.

To formally launch the evaluation framework with all key stakeholders

To manage the 36-month collaboration between the University of Lincoln and Sanctuary homes

KEY RESPONSIBILITIES

Project Management
<p>Perform project management activities, planning, scheduling, monitoring and reporting on progress of the KTP projects.</p>
Research
<p>Carry out research under the direction of, and with advice from, the project supervisory team, to generate original knowledge, contribute to decisions about the project direction, and to prepare reports on results, as required.</p> <p>Plan own day-to-day activity within the context of the required project programme, exhibiting a high degree of autonomy.</p> <p>Liaise with project supervisors, and various business teams, in accordance with the project aims and objectives and the project workplan.</p> <p>Contribute to the production of research outputs, including reports, papers and other publications, learning materials for use as LSABE module content, and preparation for and presentation at national / international research conferences where appropriate.</p>
Implementation of Findings
<p>Evaluate and embed project findings from research and case-studies, in consultation with the supervisory team, and implement them within the procurement process.</p>
Documentation
<p>Produce project documentation and reports, outlining objectives and outcomes for each stage of the project and overall administration of the project workplan.</p>
Liaison and Networking
<p>Liaise with colleagues within Sanctuary Homes and the University of Lincoln, maintaining positive and effective working relationships; this is likely to include liaison with senior personnel in other stakeholder organisations.</p> <p>Where appropriate, participate in internal research activities, including seminars, research meetings and continuous professional development activities.</p>

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role
<p>The post holder will deliver the work as set out in the 36-month work plan, along with attending development courses, conferences and training events that are deemed suitable for the project delivery.</p>

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"> • Lead Academic • Academic Supervisor • Senior Management and Departmental Managers • Finance Departments • KTP Office • Other in-house technical and operational staff, process engineers, factory staff, marketing, sales and administrative staff 	<ul style="list-style-type: none"> • External clients, i.e. Sanctuary Homes customers and / or their representatives • University research and support staff and undergraduate and postgraduate students • Other KTP Associates • Funding bodies – KT advisor • Knowledge Transfer adviser

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Undergraduate or Postgraduate qualification in Sustainable Construction / Building Design or a strongly related built environment discipline	E	A, I
Experience:		
Practical experience in the design, construction, and ongoing occupation and maintenance in the housing sector	E	A, I
Experience working in the affordable social housing sector	D	A, I
Experience of researching and developing new and improved procurement processes /methods	D	A, I
Experience of conducting risk assessments of manufacturing process	D	A, I
Experience in a commercial office environment	D	A, I
Demonstrable interest in Affordable and sustainable housing and the need for a low-carbon built environment	D	A, I
Skills and Knowledge:		
Excellent numerical, written and verbal communication skills, including the ability to present technical information to a non-technical audience.	E	A, I
Ability to work confidently with a range of people, both internally and externally	E	A, I
Resource management skills	E	A, I
Excellent organisation and self-management skills essential to adhere to KTP timeline and business requirements	E	A, I
Good maths, critical thinking and problem-solving skills	E	A, I
Competencies and Personal Attributes:		
Ability to manage and lead a project with multiple stakeholders	E	A, I
Professional and diplomatic approach to work at all times	E	A, I



Ability to learn and work in new technologies in a short time span	E	A, I
Enthusiastic about R&D	E	I
Creativity and innovative and have the ability to pay attention to detail	E	I
Hard-working and with a determination to overcome problems and succeed	E	I
Desire and ability to learn new skills	E	A, I
Business Requirements:		
Flexible in working hours – to accommodate travel and weekend working	E	A, I
Full UK driving licence and access to a vehicle	D	A, I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	SP	HRBA	DB
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