

**JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Project Manager</b>
<b>DEPARTMENT:</b>	<b>Estates Office</b>
<b>SUB-DEPARTMENT</b>	<b>Capital Programme Team</b>
<b>POST RESPONSIBLE TO:</b>	<b>Programme Manager</b>
<b>POST RESPONSIBLE FOR:</b>	<b>No direct line management responsibility. Responsible for the motivation and coordination of internal and external staff within the structure of the projects allocated.</b>

**REFERENCE NO:**

**CLOSING DATE:**

**Job Purpose**

Under the direction of the Programme Manager assume responsibility for the coordination and ultimate delivery of Estates projects within defined cost, time and quality parameters. To ensure projects are managed within current Estates and Financial procedures.

To lead multidisciplinary teams responsible for the feasibility assessment, design, supervision and contract management of new build, refurbishment and planned maintenance projects across the University's estate. Where directed, carry out design, supervision and contract management tasks within projects.

**Duties and Responsibilities**

- 1) Accept under the supervision of the Programme Manager responsibility for the coordination and delivery of capital and other projects while complying with current Estates and Financial Procedures.
  - a) The post holder will be expected, under the direction of a Programme Manager to effectively coordinate a number of projects. The projects will normally comprise several major capital projects (£0.5million to £3million) in both preconstruction and construction phases at any one time. In addition the

post holder will be expected to manage a number of lower value capital projects and maintenance schemes.

- b) Establish a project plan from inception to completion taking into account all relevant statutory and Local Authority requirements, establish targets with respect to project delivery; monitor and report on progress against these targets.
- c) Coordinate the preparation of briefs with client departments, preparing drawings and specifications, informed by the completion of land and building surveys and the preparation of reports, where appropriate, in order to brief external consultants or to gain appreciation of the user departmental requirements and the proposals. Including in association with the Environmental Sustainability Manager in the Estates Office, take into consideration any environmental issues with regard to the projects managed, identify and implement methodologies and procedures to manage and minimise the risks identified.
- d) To coordinate the preparation accurate project estimates and budget costs for schemes including building work, service installations, furniture and fittings, fees, VAT etc.
- e) Establish a project team; with the support of the Head of Building Services and Infrastructure and Programme Manager lead the selection, appointment, instruction and management of external consultants, through a tendering process, and other project specific expertise including in-house design teams. The post holder will provide timely reports on the performance and associated costs and Communicate with the client as and when required to update them throughout the life of the project.
- f) Manage the decision making process by carrying out all necessary liaison and negotiations with all parties involved ensuring value for money.
- g) Prepare and/or review drawings and specifications for tender and contract documentation using AutoCAD and NBS.
- h) Manage composite project and programme budgets in close liaison with the Finance and Procurement departments to ensure all projects and programmes are delivered within approved budget parameters.
- i) Liaising with the Purchasing department during the procurement process, including furniture installation. Contract strategies may include separate trades, design and build, traditional, or management contracting.
- j) Carry out contract administration including site supervision, financial management and settlement of final accounts, liaising with external consultants where employed, reviewing all payment requests made or due in relation to the project. It is expected that the post holder will establish and maintain a robust change control process and be responsible for reporting

movements in cost and scope at the appropriate level and seeking approvals as appropriate within the project governance framework.

- k) Assist the Programme Manager with the management of the University's internal Project Progressing Committee process for individual projects and carry out timely and effective management reporting in the formats prescribed by Estates project procedure.
  - l) Coordinate Planning and Building Control submissions, together with the discharge of other statutory and legislative requirements including the duties of Client and designer arising from the CDM Regulations.
  - m) Ensuring an audit trail is maintained, including the production of record drawings of projects for integration into the Estates Office AutoCAD archive together with appropriate data for entry in the Estates asset registrar by the Records Manager.
  - n) Co-ordinate and disseminate information to all necessary parties, ensuring all Health and Safety at Work (HASAW) regulations are fully complied with (CDM, COSHH etc.)
- 2) In collaboration with the Head of Building Services and Infrastructure, ensure, where appropriate, completion of the Post Project Review process is completed for all relevant capital and other major projects in accordance with HEFCE and HEQDF guidance.

### PERSON SPECIFICATION

**POST TITLE:** Project Manager

**DEPARTMENT:** Capital Programme Team, Estates Office

**The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.**

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	<b>ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS</b> (please indicate)	<b>MEASURED BY:</b> a) application form b) Test/Exercise c) Interview d) Presentation
A construction related degree or Higher Technician qualification, or equivalent professional qualification in a related discipline.	E	A
A professional membership of an appropriate professional body or actively working towards achieving one, including taking up membership at an associate or technical grade.	D	A
Experience of project delivery in a 'client side' position with extensive post qualification experience of managing projects preferably in a multi-disciplinary environment.	D	A,C
A working competency in the use of construction contracts and their administration.	E	C,D
A working competency in construction technology, building design and specification (including National Building Specification (NBS)).	E	C,D
A working competency in construction legislation, as client and designer.	E	C,D
A working competency in construction Health and Safety, as client and designer.	E	C,D
A working knowledge of AutoCAD.	D	A,C
A working knowledge of IT based project planning and reporting systems (MS Office suite	E	A,C

including Excel and MS Project).		
A good all-round knowledge of the construction process underpinned with expertise in a discipline specialism.	E	A,C,D
Excellent interpersonal and communication skills, with the ability to explain/present complex information, develop internal and external relations, motivate, develop and encourage performance in others and the ability to negotiate and persuade at a high level.	E	C,D
Commitment to continuing professional development.	E	A,C
An ability to form strong working relationships with the Estates team and with stakeholders.	E	A,C
A willingness to work flexibly, as and when required working effectively as a team member and alone.	E	A,C
The ability to prioritise work under pressure.	E	A,C
A working knowledge of the delivery of projects within a Higher Education Environment.	D	A,C