

JOB DESCRIPTION

POST TITLE:	Programme Manager (STEM)
DEPARTMENT:	Estates
SUB-DEPARTMENT	Capital Programme
POST RESPONSIBLE TO:	Capital Programmes Director

Job Purpose:

To lead, direct and manage a project delivery team within the Estates Office Capital Programmes section. Responsible for leading and executing project scopes comprising multidisciplinary teams, taking responsibility for the efficient and timely delivery of projects from inception to completion, supporting the delivery of the Estates Strategy and related business objectives for the University. Overseeing a number of complex projects within a capital programme.

To act as the key project director for the projects within the programme, maintaining excellent relationships with key stakeholders. Dedicated to one or more of the Faculties or Departments of the University, the post holder will be expected to advise the Faculty at a strategic level on their future plans and proposals. The plans are to be communicated at senior levels within the University ensuring these plans are reflected in Financial and Strategic Plans.

Duties and Responsibilities:

- 1) Responsibility for management and delivery of a programme of capital projects while complying with current Estates and Financial Procedures.
 - a) The post holder will be expected to effectively manage a team to deliver a programme of projects. Each portfolio will comprise of a mix of projects from the University's capital programme. The portfolio will comprise of major new builds and refurbishments, infrastructure and energy related projects. Lead a team drawn from pool of Senior Project Managers, Lead Project Managers, Project Manager/Surveyors, Building Surveyor Technicians and Clerks of Works with the resources necessary to effectively deliver each portfolio. Provide direction and leadership to assigned project work streams, demonstrating highest standards of professionalism and compliance.

- 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, or delegating responsibility where appropriate to Lead Project Managers.
- c) Manage the preparation of briefs with client departments, managing the preparation of drawings and outline 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. In association with the Energy and Sustainability Team 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 manage the production of accurate project estimates, and budget costs for schemes including building work, service installations, furniture and fittings, fees, VAT etc.
- e) Establish a project team and lead the selection, appointment, instruction and management of external consultants.
- f) Provide timely regular reports on the performance and associated costs to the Estates Senior Leadership team and communicate with the client as and when required to update them throughout the life of the project.
- g) Manage the decision making process by carrying out all necessary liaison and negotiations with all parties involved ensuring value for money.
- h) Review drawings and specifications for tender and contract documentation.
- i) Manage large, 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.
- j) Carry out contract administration including 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) Manage the University's internal Project Progressing Committee process for individual projects and to carry out timely and effective management reporting.
- l) Manage the production of Planning and Building Control submissions, together with the discharge of other statutory and legislative requirements including the duties of Client and/or Principle Designer arising from the CDM Regulations.

- m) Ensuring an audit trail is maintained, the production of record drawings of projects for integration into the Estates Office archive together with appropriate data for entry in the Estates asset register.
 - 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) Provide technical guidance to team and other Estates personnel and acting as a 'technical expert' within a relevant professional discipline.
 - 3) Act as the principle contact to key stakeholders. Dedicated to one or more of the Faculties or Departments of the University, the post holder will be expected to advise the Faculty at a strategic level on their future plans and proposals, and then communicate proposals at senior levels within the university. Ensure their plans are reflected in Financial and strategic plans. Act as the first escalation point a department or faculty may have with the performance of the Estates Office and advise on solutions to develop and improve Estates services to departmental clients.
 - 4) To manage the allocation of team resources both internal and external to maintain an efficient, cost effective and flexible service to the University.
 - 5) In collaboration with the Estates Office ensure completion of the Post Project Review process is completed for all relevant capital and other major projects in accordance with HEFCE and HEQDF guidance.
 - 6) Manage the workflow priorities of an Estates Project Delivery Team.

PERSON SPECIFICATION

POST TITLE: Programme Manager

DEPARTMENT: Estates – Capital Programmes

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

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS	MEASURED BY: a) Application Form b) Test/Exercise c) Interview d) Presentation tbc
A construction related first degree or equivalent professional qualification in Surveying, Architecture, Engineering or Project Management.	E	a), c)
A professional membership of an appropriate professional body (e.g. RICS, MCIQB, RIBA, CIBSE, ICE).	E	a), c)
Extensive post qualification experience of managing projects and/or portfolios of projects preferably in a multi-disciplinary environment.	E	a), c)
Demonstrable leadership qualities to enable to delivery of challenging project in a timely efficient manner, with a proven track record of leading multiple projects with a team of varying skillsets.	E	a), c)
Post holders are expected to have a high degree of competency in: <ul style="list-style-type: none"> a) The use of construction contracts and their administration b) Construction procurement and project management c) Construction technology, building design and specification (including National Building Specification (NBS)) d) Construction legislation, as client and designer e) Construction Health and Safety, as client and designer f) Cost management, value management and value engineering 	E	a), c)

<p>Post holders are expected to have a working knowledge of:</p> <ul style="list-style-type: none"> g) Building services and controls systems h) AutoCAD and Architectural Desktop i) IT based project planning and reporting systems (MS Office suite including Excel and MS Project) 		
<p>Possess a detailed knowledge of the construction process probably underpinned with expertise in a discipline specialism.</p>	E	a), c)
<p>Excellent interpersonal and communications 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.</p>	E	a), c)
<p>Commitment to continuing professional development.</p>	E	a), c)
<p>The ability to form strong working relationships with the Estates team and with key stakeholders across the University and externally.</p>	E	a), c)
<p>Willingness to work flexibly, as and when required The ability to prioritise work under pressure.</p>	E	a), c)