

# CANDIDATE PACK

## Senior Estates Project Manager

Estates Planning and Services

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.





# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.





# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.





# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



# JOB DESCRIPTION

**Job Title: Senior Estates Project Manager**

**Reports to: Deputy Director Capital Investment**

**Department: Estates, Planning and Services**

**Grade: L1**

## ROLE PURPOSE

The post holder will support the Deputy Director Capital Investment and work alongside a team of 4 client-side Project Managers to provide a complete Project Management and Delivery Service from inception to completion; working with in house colleagues, contractors and consultants on multiple projects ranging from £1 million to more than £80m; covering new build, renovations, and adaptations. The post holder will be expected to drive forward large-scale key projects and initiatives aligned to Being Westminster and the Estate Strategy, embedding inclusivity, accessibility, sustainability and value for money in all projects.

## PRINCIPAL ACCOUNTABILITIES

1. Support the Deputy Director Capital Development in the development and implementation of the Estate Strategy and the overall University objectives of the 2023/2029 Being Westminster Strategy and the 2023/2030 estate strategy, taking a lead role in driving forward key initiatives, ensuring the University meets key deadlines and that large projects remain fully compliant and aligned to University strategy, ambitions and values.
2. To be solely responsible for the overall management of allocated high value, high impact projects across a range of locations, managing both day to day operational requirements as well as having responsibility for longer term planning of significant and lengthy projects. This will include the management of changes brought about by both internal and external factors whilst ensuring projects remain in line with agreed parameters and aligned to University and Estates Strategy. To act as the client lead in all aspects of the investment activity to procure and then lead a range of outsourced specialist consultants commissioned in to deliver the capital investment plan.
3. To be the driving force in ensuring that large scale high value and high impact projects are driven forward in line with University requirements, influencing key stakeholders both internal and external to the University in ensuring that the University's values of sustainability, Accessibility and inclusivity remain at the forefront of all projects. Role holder will be expected to clearly articulate and embed University requirements both now and for the future, delivering key estates projects that support the long-term needs of colleagues and students, ensuring buy-in from senior colleagues. Role holder required to represent the University on large scale projects, advising senior management regarding





legislation and compliance requirements and acting as a central point of partnership and negotiation between internal and external stakeholders.

4. To hold full accountability for the budget associated with allocated high value and high impact projects, including the development initial cost models, procurement and cost reporting and management of the competition, ensuring value for money and the best possible performance from outsourced QS's and other. To ensure best value for the University in its decisions to invest, whilst ensuring that all projects operate within the required legislative and building standards framework. To have responsibility for risk management associated with large scale projects, managing risk factors and mitigations and ensuring relevant stakeholders are aware of potential areas of risk.
5. Working alongside the Deputy Director be responsible for the development and implementation of a whole university process for the development of client's brief. This will be delivered through significant internal stakeholder engagement with support from outsourced resources carrying out feasibility studies and research necessary to produce a statement of needs that reflects the client's needs and is capable of being the foundation for a business case. Ensure that University values and strategies remain embedded in this process.
6. For large-scale projects, to establish a project plan and programme from inception to completion considering all relevant statutory and Local Authority requirements and communicate the project plan to client. Monitor and update the plan and programme throughout the life of the project and provide regular written updates on all accountable projects. Support the wider team in the development of whole campus planning in the long term (10 years) and local shorter term campus master plans on a 5-year rolling cycle.
7. To lead the development of processes and procedures to improve the accuracy and consistency in the development of early project budgets, tender specification, and material standards. To support more consistent and reliable outcomes in the development of investment plans to underpin more cost-effective capital investment solutions for the whole university. To support the hand over at completion including commissioning of services, handover of key infrastructure data, maintenance and management requirements and the updating of databases including the asbestos register.
8. To support the Deputy Director in the leadership and management of a team of client-side Project Managers in the delivery of the projects schedule in a timely and cost-effective manner. To support key elements of the team's development including training and development, workload planning, structured project development, document standardisation and project inception and project completion processes.
9. To work closely with internal stakeholders who have accountability for the daily operations of the campuses





including the Campus Services Managers and the Estate Services Managers, ISS (Information Systems and Support), security, maintenance, and cleaning partners. To support and always recognise the internal customer, including regular reporting (formal and informal), updates and communications plans to share with stakeholders and end users.

10. To undertake any other such duties within the scope of the role and as directed by the Line Manager.

## CONTEXT

The Estates Planning & Services department is responsible for the management, operation, maintenance, and development of the University's estate. The Universities Estate Strategy defines the outcomes for the estate over the next 5 to 10 years. Working closely with the Information, Systems and Services (ISS) team the estate will undergo a transformation during this period. The post holder will be part of a team lead by the Deputy Director Capital Development and includes a group of client-side project managers who together hold responsibility for the delivery of the University's capital investment programme.

The post holder will be responsible for the delivery of the Estate Strategy to support the University's 2029 vision and beyond. The capital expenditure programme for this period is circa £200m and is a combination of academic and residential properties. The plan will include a mix of new build and refit work. These include 29 Marylebone Road, the Student Hub, development of the Harrow One Public Estate programme and the refurbishment of the Halls of Residence at Marylebone. Alongside these major projects will be a large volume of refit, and refurbishment projects within the existing estate which includes project values of between £1 and £5 million.

The university supports an outsourcing model bringing in specialist consultants and contractors to support the strategic objectives of the University. This role is a critical interface between these professional teams and the University stakeholders.

The post holder should have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

### The postholder will share and exemplify Our Values

- Progressive: We look forwards, anticipate what is changing and embrace the new with energy and imagination.
- Compassionate; We are thoughtful and sensitive, supportive, and encouraging, making the time to talk, especially when the pressure is on. As a university community we are inclusive and united, careful to consider what enables every one of us to play our part.
- Responsible; Individually and collectively, we take responsibility for our actions, work to the highest ethical standards and help each other to always do the right thing.

These values and the supporting behaviours are important to us because they define who we are, how we do things, why we choose to be at Westminster. They are shared by our students,



colleagues, graduates, stakeholders, and supporters. They underpin our promise to students and colleagues.

## DIMENSIONS

The post holder will work alongside a team of up to 4 client-side Project Managers.

The post holder will be accountable for a range of project, in a range of values between £1 million and £80 million.

The post holder will be expected to liaise with individuals of varying seniority across all departments of the University as well as external consultants/contractors.

## KEY RELATIONSHIPS

Vice Chancellor

University Secretary and Chief Operating Office Director of Estate, Planning and Services Director of Finance

Directors of Student and Academic Services Deputy Director, Capital Development Estates Finance Business Partner

Estate Business Manager

Campus Services Managers - all Campuses

Estate Services Managers (engineering) - all Campuses Estate

Services Management (soft services) - all campuses Head of Safety, Health, and Wellbeing

Risk and Resilience Manager Head of University Procurement

Heads of College

Heads of School

Directors of College Operations

Peer role holders from other competitor and non-competitor

Universities Selected external professional network partners e.g. AUDE.

External consultants, contractors and stakeholders





# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- Appropriate professional qualification or equivalent significant professional experience in project managing large capital projects.
- Degree in relevant discipline or equivalent experience in capital development and/or project management.
- PRINCE2 qualified or equivalent project management experience

## TRAINING AND EXPERIENCE

### Essential

- Significant successful experience handling multiple projects, simultaneously focusing on macro and micro detail ranging from an overview on £20m+ new build projects to direct management of £5K -
- £100k refurbishment projects.
- Significant, broad, demonstrable experience of successfully managing large and complex capital programmes.
- Proven ability in the management and successful delivery of full lifecycle programmes, demonstrating the ability to coordinate and control the programme within defined timescales and budgets.
- Significant knowledge of health and safety requirements and building standards compliance and frameworks and proven ability to apply these in practice.
- Proven awareness and understanding of risk management and applying this in practice.
- Significant successful experience in liaising with clients, solicitors and local authorities on matters relating to development to ensure that building projects are fully compliant and in line with designated requirements.
- Significant experience in providing strategic building related advice to clients, including the proven ability to interpret client briefs and requirements and adapt these as required to ensure compliance and value for money.
- Significant experience in the successful development of project business plans.
- Proven excellent senior stakeholder management skills with the ability to communicate at all levels, demonstrating the sensitivities required to balance and resolve issues, define priorities, ensure understanding, and buy in to the programme and its objectives.
- Substantial experience of contract management, including the supporting the preparation of contracts, tendering and review and quality monitoring and setting performance standards across a large multi-site organisation.
- Substantial and sustained successful experience in budgetary planning and change management processes.



- Substantial experience in the management of multi-programmes of work across all RIBA stages.

#### **Desirable**

- Experience of working in an HE environment.
- Substantial experience of people management in a large multi-site organisation.

### **APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES**

#### **Essential**

- The ability to handle competing demands in an effective and timely way.
- An ability to take a strategic view and to develop ideas, initiatives, and innovative approaches to complex issues, and to employ tactical thinking when integrating multiple programmes demands.
- Excellent communication, report writing, and presentation skills, demonstrating the ability to employ differing communication techniques and approaches in relation to the audiences' preferences.
- Experience of working with multiple teams; internal and external.
- Well-developed leadership, management, planning, and organisational skills.
- Skilled in the use and interpretation of relevant forms of programme documentation i.e. MS Word, MS Excel, MS Project, etc.
- Intermediate level MS Office Suite.
- The person must be able to mentor other members of the Estates Development team as appropriate both generally and project specific. Must be able to prepare considered option appraisals with reasoned recommendations. The person must be able to manage the decision-making process by carrying out all necessary liaison and negotiations with all parties involved, ensuring value for money.
- Fully committed to creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

#### **Desirable**

- Advanced level MS Word & Excel





# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

## Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

**The deadline for receipt of applications is midnight on 06 May 2024.**

**Interviews will take place on 14 May 2024.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

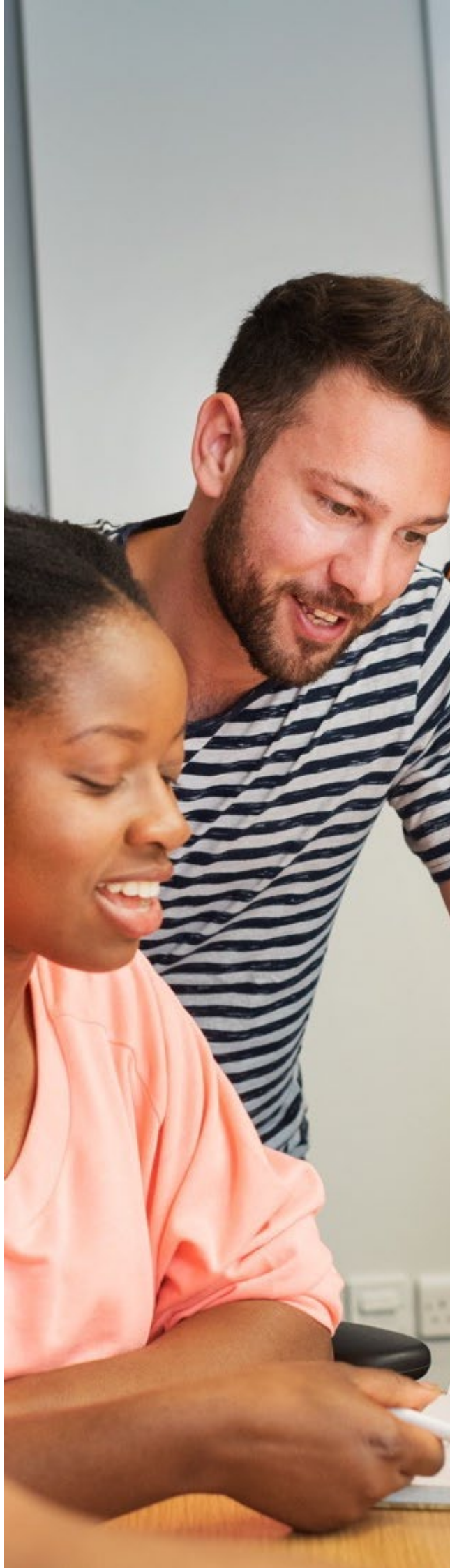
*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.







[westminster.ac.uk](https://www.westminster.ac.uk)

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