

***Note:** This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Jobholders should be consulted over any proposed changes in this job description before implementation.*

Job title: Estates Project Manager

Reports to: Senior Estates Project Manager

Department: Estates Planning & Services

Grade: NG7

PURPOSE

The post holder will provide a complete project management and delivery service from inception to completion; working with in house staff and a wide range of outsourced contractors and consultants on multiple projects ranging from £10k to in excess of £10m; covering new build, renovations and adaptations.

PRINCIPAL ACCOUNTABILITIES

1. To be responsible for the day to day management of the projects and also the delivery of large elements of the overall programmes of work.
2. To deliver projects to the standards required by the University and in a manner that provides best value for money.
3. To develop the client's brief by carrying out feasibility studies and research necessary to produce a specification that reflects the client's needs.
4. To establish a project plan and programme from inception to completion taking into account all relevant statutory and Local Authority requirements and communicate the project plan to clients. Monitor and update the plan and programme throughout the life of the project and provide regular written updates.
5. To establish a suitable project team, including the appointment of relevant consultants, following the University's procurement policies.
6. To establish targets with respect to project delivery and to monitor and report on progress against these targets.
7. To set up methods for inspection of standards of workmanship and materials and compliance with drawings and specifications, or alternatively, arranging for third party insurance for Quality Assurance Schemes. Ensure that any warranties and guarantees obtained have the clients' interests endorsed.

8. To arrange the handover of the projects on completion following operational testing and commissioning of all services. Arranging for the maintenance manuals, test certificates and guarantees to be handed over to the appropriate parties, together with as built drawings and as instructed diagrams for services etc.
9. To work with the Campus Services and Estate Services Managers as the internal customers, including regular reporting (formal and informal), up-dates and communications plans to share with stakeholders and end users.
10. To undertake any other such duties within the scope and spirit of the job purpose and title of the post

General Context:

The University has in excess of 170,000m² of space. The management and maintenance of the estate is one of the largest operational costs at £22 million. This estate consists of 10 main sites with approximately 40 buildings providing of a range of teaching and learning environments, across the west end of London and Harrow. The estate also includes approximately 1200 residential spaces.

The University has a focus on improving student satisfaction and driving academic success and the Estate plays a key role in this. Consequently, we are reviewing our Estate Strategy to ensure better use of space, improve utilisation across all buildings and develop the estate to support the overall aims of academic strategy, to drive commercial benefits from the buildings and future proof the infrastructure.

Sitting within the Professional Services directorate the Estate Planning and Services department are constantly striving to support academic success and improve our student experience.

Job Context:

The management of projects is a large demanding area of the Estate Planning and Services team's workload over the coming 10 years. A significant annual capital budget programme is being developed.

This budget will be focused on a range of low value infrastructure and minor investment projects focused on the development and improvement of the existing estate valued up to £250,000/project.

These projects will sit alongside a range of much larger programmes of work including development of the campus locations at Northwick Park (Harrow) and New Cavendish Street, investment in a central student hub, an increase in residential provision and the development of new student and academic space to meet a rising demand from an increase in student numbers and the needs of an aging estate. The programme will range in value up to £10 million/project.

The post will be pivotal in the interface between a range of outsourced specialist contractors and consultants and the internal clients, including Heads of School's and College's, Professional Service's Director, the Quentin Hogg Trust and on occasion, external funders.

The role will be part of a small developing team reporting to the Senior Estates Project Manager who will be reporting to an Associate Director for Capital Development. The team will be part of the wider Estate Planning Services team reporting to the Director of Estates. The role will be expected to play a full part in the development of new and improved services

that support the project management objectives and the wider objectives of the Estate Planning and Services team.

The University requires all post holders to 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.

Dimensions:

The post holder will have no internal line management responsibilities but will be required to manage a team of external consultants and contractors on individual projects.

The post holder will be required to monitor compliance with consultant/contractor contracts and raise issues of non-compliance with the Senior Estates Project Manager.

The post holder will be required to work with stakeholders on internal projects, assessing project requirements and managing expectations.

The post holder will have an Agresso authorisation level appropriate to their grade with budget management responsibility.

All roles within the Estate Planning Services team are seen as essential in bringing forward significant and sustainable change in the delivery of services in the initiation, delivery and handover of capital investment projects and programmes.

The post holder must form effective working relationships with a number of individuals across the university including Heads of College, Directors and Registrars. In addition the post holder will play an important part in influencing changes in behaviour when it comes to the delivery of capital investment projects, providing professional advice on effective space use and encouraging users to be more proactive and responsible in their space requirements.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Training and Qualifications	A relevant Higher Degree or Equivalent Recognised professional qualification in a relevant discipline or Relevant experience working in project management within an academic framework.	Professional management qualification. Evidence of continued professional development. NEBOSH Certificate In Construction Safety & Health.

<p>Experience</p>	<p>Proven experience in project management of multidisciplinary team's in a multi-stakeholder environment.</p> <p>Proven Project Manager experience delivering a wide range of construction related projects from feasibility through to handover.</p> <p>High level of skill controlling key project elements – cost, programme and scope</p> <p>Experience of managing projects of £250,000 or more across multi locations.</p> <p>Excellent technical background in a Project Management or related discipline.</p> <p>Responsibilities for cost control, scheduling, change control, reporting, value engineering and risk management.</p> <p>Managing a portfolio of projects at any one time.</p>	<p>Knowledge/experience of partnering contracts.</p> <p>Relevant experience in a higher education environment.</p> <p>Understanding of procurement procedures within the public sector</p>
<p>Attributes and Abilities</p>	<p>Ability to effectively deliver conflicting priorities and challenging workloads by maintaining focus on agreed objectives and deliverables whatever the circumstances and monitoring progress against targets.</p> <p>Well organised, being able to break down a course of action into smaller steps and making allowance for potential problems</p> <p>Ability to work under pressure to tight deadlines while applying quality standards to all tasks and ensuring that nothing is overlooked.</p> <p>The ability to think logically and work strategically with conflicting demands.</p>	

	<p>Excellent interpersonal and communications skills and a proven ability to develop strong working relations at a senior level in the Institution.</p> <p>Takes responsibility for keeping up-to-date within their area of expertise and keeps aware of sector changes.</p> <p>A positive and proactive approach to managing Health & Safety and for promoting its importance on all Projects.</p> <p>Ability to manage project risks and devise appropriate mitigations.</p> <p>Motivating a multidisciplinary team and influencing the project team to achieve desired behaviour and action.</p>	
IT skills	Intermediate level MS Office Suite	<p>Advanced level MS Word & Excel</p> <p>Prince 2 Practitioner Level</p> <p>Auto Cad</p>
Physical Requirements	The post holder will be required to travel regularly within the University's Estate	Willingness to work flexible hours and travel on occasion and to attend external courses and conferences, occasionally involving an overnight stay.