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| Last updated: | August 2024 |

**JOB DESCRIPTION**

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| Post title: | **Project Manager** |
| School/Department: | Estates & Facilities |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| Posts responsible to: | Senior Project Manager (L5) / Faculty Team Leader (L5) |
| Posts responsible for: | N/A |
| Post base: | Office-based, with hybrid working |

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| Job purpose |
| Responsible for providing support to Senior Project Managers/Faculty Team Leaders and the wider Estates Development function as an internal university project officer. Managing the overall process of project delivery of all building issues and projects of a portfolio of existing University buildings, new construction projects, statutory compliance issues, non-routine maintenance defects and concerns raised by occupants of the buildings. Ensuring compliance with established governance processes, and achieve optimum safety, time, cost and quality outcomes.  |

| Key accountabilities/primary responsibilities | % Time |
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|  | **Project Management*** Provide high quality project management of building projects and project packages across a large and varied portfolio of new build, adaptation and refurbishment building projects.
* Work closely with departments and Project Sponsors to support them through each of the project stages and in compliance with established governance and process arrangements.
* Engage proactively with stakeholders throughout all project stages; provide an interface between departments and external project managers, design teams and contractors.
* Ensure that a robust change management process is in place and is actively managed.
 | 30% |
|  | **Contractor Management & Procurement*** Responsible for the appointment and management of external consultants, contractors and suppliers.
* Undertake the appropriate procurement, generally through relevant frameworks or competitive tender and the preparation of relevant appointment documents.
* Oversee and coordinate the work of external project/consultant teams as necessary to ensure that projects are delivered safely, within time constraints and to agreed quality and budget.
 | 25% |
|  | **Health, Safety and Compliance*** Ensure that all statutory requirements are complied with.
* Maintain an awareness and understanding of environmental, sustainability, health, safety and welfare standards and procedures and ensure that they are complied with through internal and external teams.
* Develop and implement plans to address any health and safety issues that arise with a view to significantly improve the safety of all users of the University Estate.
* Carry out regular site inspections with the Project Team ensuring site safety is prioritised along with workmanship, quality and adherence to programme; carry out pre-handover inspections;
 | 15% |
|  | **Finance and Governance*** Administer project finances and comply with relevant financial procedures and regulations; provide documents as necessary for audit purposes.
* Ensure that adequate records are maintained and that building safety files are updated on completed projects.
 | 10% |
|  | **Collaboration*** Engage and collaborate as necessary with facilities & maintenance, sustainability, space, safety and other teams through project design, delivery, handover and occupation.
* Work collaboratively with the Space Management team during the establishment of client briefs and the preparation of option appraisals, budget costings, outline programmes and feasibility studies;
 | 10% |
|  | **Sustainability*** Identify any energy saving or other environmental sustainability opportunities that may become evident during the course of projects.
 | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Key internal relationships include:1. Project Sponsors and key Faculty/Professional Staff responsible for the programme of work
2. Estates & Facilities staff (to give direction, guidance and instruction;
3. Staff and consultants within Estates projects/development (to liaise in development of the capital programme);
4. Senior stakeholders within UoS including Professional Services and Senior staff of Faculties (to ensure collaborative working and service delivery).

Key external relationships include:1. Suppliers, contractors and consultants (providing a service to the University);
2. Partner organisations, such as Southampton University Hospital Trust (liaison on topics of common interest), Southampton City Council and appropriate development partners;
3. Local authority.
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| Special Requirements |
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| * Ability to travel to different premises including any University campus, as required.
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or construction related professional qualification.Proven experience of managing construction and refurbishment projects in occupied premises, appointing and managing contractors, as well as financial budgeting/reporting.Proven experience of preparing CAD/technical drawings, writing specifications and schedules of work.Experience of planning and progressing work activities (such as undertaking feasibility studies and reporting) within broad professional guidelines and/or broad organisational policy.Able to apply an awareness of principles and trends across constructions and development and an awareness of how this affects activities in the University. | Experience of using specialist construction related computer software including:• AutoCAD• Project collaboration software• CAFM applications Formal Health and Safety qualification. | Application form |
| Planning and organising | Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.  | Experience or knowledge of formal project management systems and processes (eg: PRINCE2) | Application form & interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems around design, construction, scheduling and logistics issues and to apply professional knowledge and experience to solve them.Able to identify and manage risk. |  | Application form & interview |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes.Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.Able to formulate development plans for own staff to meet required skills. | Experience of successfully working with external consultants. | Application form & interview |
| Communicating and influencing | Able to provide accurate and timely specialist guidance on complex issues.Able to effective manage communication across a project ensuring that the right people are involved or informed and clear expectations or actions are set.Willing to challenge the user brief when elements of it are either inconsistent or contradictory and able to use influencing and negotiating skills to develop understanding and gain co-operation.  |  | Application form & interview |
| Other skills and behaviours |  |  | Interview |
| Special requirements |  |  | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |