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| Last updated: | February 2025 |

**JOB DESCRIPTION**

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| Post title: | **Senior Project Manager (Estates Development)** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2455 | | |
| School/Department: | Estates & Facilities | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| Posts responsible to: | Associate Director of Estates Development | | |
| Posts responsible for: | Project Manager(s) (Level 4); External Project Managers/Contractors | | |
| Post base: | Office-based, with hybrid working | | |

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| Job purpose |
| Reporting to an Associate Director of Estates Development, lead and manage the delivery of a range of new-build, redevelopment and refurbishment projects across the university’s diverse estate including academic and research facilities, social space, commercial hospitality space, sport facilities and student accommodation; from inception to completion, taking responsibility for brief development, design, procurement, mobilisation, construction and handover into occupation; to agreed specifications, achieving time, cost, quality parameters and full compliance with health, safety, statutory and environmental obligations and best practice. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Lead and manage projects (from £1m to £30m value) from inception to completion, taking responsibility for brief development, design, procurement, construction and handover into occupation.  Procure, appoint and manage internal and external project delivery teams; proactively manage project teams to successfully deliver projects;  Ensure that all statutory requirements are complied with.  Ensure that delegated construction projects are delivered to a high standard of environmental sustainability, balanced against the social and economic sustainability aspirations of the University.  Identify, manage and mitigate all risks – budgetary/financial, contractual, safety, programme, impact and quality; taking effective, timely remedial action as required. | 50 % |
|  | Manage and coordinate relationships between University Departments/Schools and externally appointed project delivery partners ensuring successful delivery to agreed quality, financial and programme criteria.  Liaise and collaborate with Departments and Schools to undertake option appraisal feasibility and brief development for projects. | 20 % |
|  | Leadership, coordination and management of a team of in-house and external project managers and consultants, taking oversight for planning, allocation and management of projects. | 10% |
|  | Ensure that appropriate control, governance, assurance and reporting processes are in place for the life cycle of delegated projects.  Liaise closely with the Programme Management Office (PMO) in respect of governance and reporting procedures. | 10 % |
|  | Ensure that comprehensive post project evaluations are carried out and that lessons learned are used to inform and develop project delivery process. | 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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| Departmental and University senior management and representatives  Internal and external project management teams and consultants  Other members of the department/University staff  External customers  Relevant suppliers and external contacts |

| Special Requirements |
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| * Ability to undertake duties at different premises including any University campus as required. * Commitment to the integrity and confidentiality of all relevant data and process |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree in a construction or built environment subject.  Proven experience of managing significant change.  Proven strategic management skills in a specialist field.  Experience of leading capital projects in the £1m to £30m value range  Experience of managing the procurement of consultants and contracts.  Knowledge and experience of procurement routes and construction forms of contract.  Experience as a lead project manager on new build, redevelopment and/or major refurbishment projects and complex infrastructure projects. | Membership of relevant professional body such as RICS, APM, CIOB, RIBA, ICE, CIBSE, Engineering Council etc.  PRINCE2 or similar project management qualification.  Experience of project managing estate projects in a campus environment compassing academic, education, health and/or research facilities.  Experience of delivering projects with very high environmental standards.  Experience of innovation, such a modern methods of construction |  |
| Planning and organising | Excellent planning and organisation skills commensurate with managing multiple projects concurrently.  Able to plan and manage major new projects or significant new activities, ensuring plans complement broader organisational strategy. |  |  |
| Problem solving and initiative | Able to identify broad trends to assess deep-rooted and complex issues.  Able to apply originality in modifying existing approaches to solve problems. |  |  |
| Management and teamwork | Able to proactively develop and manage team dynamics and performance, ensuring quality standards are consistently achieved.  Able to foster positive relationships both within and outside of own department.  Able to proactively work with internal and external stakeholders across the University to achieve key deliverables. |  |  |
| Communicating and influencing | Able to negotiate effectively on behalf of the department or University on key issues.  Able to develop and lead key communications strategies. |  |  |
| Other skills and behaviours |  |  |  |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

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

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| 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 |  |  |  |