

Job Description

Post:	Capital Projects Manager
Salary Grade:	Band 2
Responsible to:	Head of Estates and Capital
Responsible for:	All construction and estates-related capital programme

Key Purpose

To manage the delivery of the College's capital programme in respect of all construction and estates-related projects across the College, liaising with both internal and external stakeholders, and to ensure successful and safe delivery of the programme on time and within budget. This will involve project management and delivery of large-scale capital projects, as well as smaller-scale projects, and a requirement to respond to the challenges and opportunities faced by strategic development opportunities within the College.

To support the Head of Estates and Capital in co-ordinating the wider College capital programme, the production of the rolling 5-year capital programme, and the development of College's estates and capital strategy.

Duties & Responsibilities

A	To be responsible for the management and delivery of construction and estates-related capital projects. To work with the Head of Estates and Capital to develop and deliver improvement plans across the services, and to apply project management and delivery experience and skills to drive project teams to deliver their specified objectives.
B	To lead the design, development and delivery of schemes and projects, supporting relevant stakeholders in developing business cases. To produce project documentation which underpins the monitoring framework of activities and outcomes, management of cross-workstream and external dependencies, and risks and issues.
C	To be responsible for ensuring the application of RIBA processes, relevant building control, CDM regulations, other relevant guidance, and AEE are complied with, promoting standardisation of project management across the College's capital programme.



D	To support the delivery of the capital programme to ensure excellent facilities are achieved within financial constraints.
E	To manage capital projects from feasibility through to timely completion and within budget, working alongside internal colleagues (curriculum, IT, professional services), project teams, and construction/estates partners.
F	To ensure all capital projects are completed to high standards using best sustainable practices whilst achieving value for money.
G	To work with the Head of Estates and Capital to ensure that the development and management of the estate capital programme is aligned to the College's overall strategy. To support in co-ordinating the wider College capital programme, the production of the rolling 5-year capital programme, and the development of College's estates and capital strategy.
H	To provide advice on aspects of projects which impact on the College's ability to meet its curriculum and operational needs through the consequences of capital developments, ensuring time, cost and quality standards are met.
I	To work with the wider Estates and Capital team to ensure projects are delivered compliant with legislation using specialist advice and design consultants as appropriate.
J	To support the development of policies and strategies for the implementation of capital projects to improve the built environment for students, staff and visitors.
K	To manage and control the financial expenditure of programmes and projects, ensuring regular reports are available to various stakeholders, both internal and external.
L	In conjunction with the Head of Estates and Capital, to ensure planning and building control application processes are submitted and adhered to across the capital programme.
M	To manage complex information, and analyse and interpret data to generate a range of options contributing to the delivery of an affordable and deliverable capital programme.
N	To support the delivery of effective stakeholder management and communication through participation in focus groups, contributions to website and newsletters, and the development of student user groups where required.
O	To use a variety of methodologies and approaches to triangulate research findings to support service development, configuration and redesign, in line with organisational and national objectives in the context of the impact on the estate.
P	To support the Head of Estates and Capital in the management of the Estates and Capital Team, and provide cover for the Estates and Facilities Manager, as appropriate.
Q	To carry out any other duties commensurate to the post as required.
R	To undertake the full range of project management responsibilities, including: • Involvement in meetings and interviews for the appointment of advisers, contractors, etc. • Act as point of contact for change requests



	• Provide client technical input into building projects • Liaise with planners/building control/fire regulations on projects • With Estates colleagues, be responsible for building decants • End user liaison to develop responses to key issues • Participate and advise on procurement and tendering exercises • Undertake handover and client commissioning following practical completion of building construction • Organise end user training for specialist equipment.
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Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:

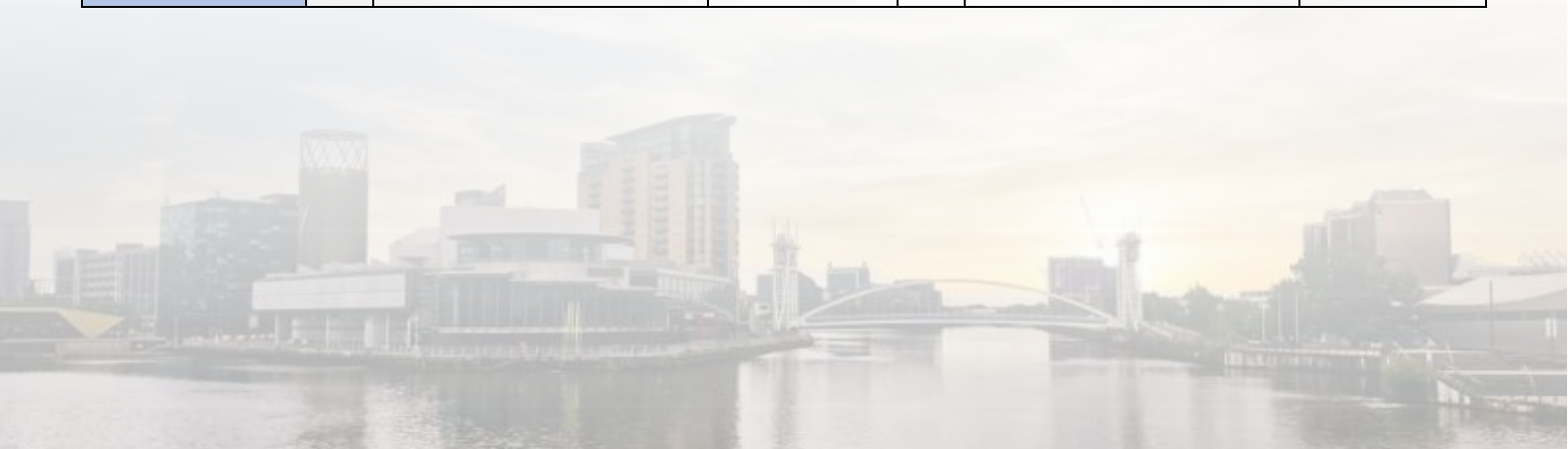


Person Specification

	Essential			Desirable		
Qualification	1	Construction / Engineering related degree level or equivalent experience in Capital Development	Application / Certificate	A	Recognised qualification in construction project management	Application / Certificate
	2	The post holder will require professional knowledge in a number of disciplines e.g., construction practice, financial management, operational management, information systems, staff management acquired through training and experience over extended period				
	3	Experience of working within an appropriate project management methodology				
Professional Development	4	Building / Facilities Management Professional Membership, Chartered Status (RICS, CIOB, CIBSE, etc.)	Application / Interview			
	5	Evidence of ongoing Professional Development				
Experience	6	Managing projects to agreed budgets and timescales and Operating to a planned and reactive maintenance programme	Application / Interview	B	Working within a College / University or other educational environment	Application / Interview



	7	Project management experience with ability to plan, manage risk, manage benefits, and manage resources	Application / Interview			
	8	Experience of managing large scale projects within “live” environments				
	9	Experience of estates and capital management				
	10	Experience of formulating and implementing strategic and operational plans				
	11	Experience working under CDM regulations and knowledge of Building Safety				
	12	Reducing the carbon footprint within an educational environment (sustainability).				
Knowledge	13	Evidence of understanding of commercial, governance, operational and legal structures and their application construction, engineering, project management, building services	Application / Interview Application / Interview	C D	Knowledge of planning and building control legislation. Detailed understanding of the RIBA stages.	Application / Interview



	14	Sound knowledge of corporate governance and an understanding of risk management				
	15	Evidence of understanding of commercial, governance, operational and legal structures and their application.				
Skills / Qualities	16	Excellent management and leadership skills	Application / Interview	E	Evidence of excellent management and leadership, with ability to think and work strategically.	Application / Interview
	17	Highly developed negotiating, influencing and persuading skills				
	18	Excellent organisational skills, being able to prioritise workloads and meet deadlines				
	19	Ability to work on own initiative and meet deadlines.				
Other	20	Able to work evenings and unsociable hours				
	21	Driving licence and access to personal transport				
	22	Commitment and responsibility to safeguarding and promoting the welfare of				



		children and vulnerable adults	Application / Interview			
	23	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	24	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

