

**JOB DESCRIPTION**  
**Project Manager**  
**Vacancy Ref: A2034**

<b>Job Title:</b>	Project Manager	<b>Present Grade:</b> 7
<b>Department/College:</b>	Facilities – Estates Development	
<b>Directly responsible to:</b>	Development Manager	
<b>Supervisory responsibility for:</b>	N/A	
<b>Other contacts</b>		
<b>Internal:</b> Facilities and Professional Services colleagues. Estates development and operations teams, academics, university committees or other groups, Health Safety and Compliance managers. <b>External:</b> Regulatory Bodies, architects, contractors and consultants as required.		
Estates Development is responsible for the strategic development and delivery of major capital projects on behalf of the University including delivery of projects identified within the Estate Strategy, development and construction of new buildings, refurbishment of existing buildings and project management of major infrastructure replacement.		
<b><u>The Role</u></b>		
<p>The purpose of this role is to support Facilities – Estates Development in ensuring statutory building and engineering projects are consistently delivered to a high quality meeting User requirements and maintaining compliance with University design and best practice standards. Supporting the delivery of Estate Development projects and the wider Estates Development team in the monitoring of construction and commissioning of newly built and refurbished projects across the university estate. Assessing functionality, build ability, maintainability of installations and confirming work specifications are met by proactive liaison with university staff, designers, contractors and external statutory bodies. Working with colleagues in the Estates Operations team to ensure that all works comply with University procedures and guidance and projects are successfully handed over to the Operations team.</p> <p>Working closely and collaboratively with other members of the Facilities Division and colleagues across the wider University, you will also deliver small works projects from inception to completion and actively participate in post project review and liaison with statutory bodies.</p>		
<b>Main Duties and Responsibilities:</b>		
<b><u>Planning, Organisation, Leadership and Decision Making</u></b>		
<ul style="list-style-type: none"><li>• Ensure that effective systems, processes and services are put in place as necessary to deliver first-class services throughout the University.</li><li>• To deliver projects to the highest quality and standards, managing the project delivery process from inception through to occupancy.</li><li>• To lead, motivate and manage project teams, including occupiers and external advisors, in delivering first class projects.</li><li>• To liaise with project executive members, project teams and occupiers to ensure that their respective needs are fully identified and input into the process to ensure that projects are appraised for lifecycle management to minimise ongoing costs and liabilities.</li><li>• To procure the necessary statutory and University approvals and consents.</li></ul>		

- To provide timely and accurate reporting on progress, quality and budget/cash flow, providing monthly summary reports to the Project Executive Board, including programme, financial, cashflow and risk register updates. Provide accurate and timely reports to other executive committees as needed.
- To work in conjunction with communications team, to ensure that all project events and interventions are communicated in a timely, appropriate and accurate manner, with due consideration to all key stakeholders.
- To thoroughly understand, and stay abreast of, project management methodologies and the operation of the associated contract vehicles.
- To develop project programmes in Microsoft Project, in line with governance framework and ensure timely delivery of all projects.

#### **Financial**

- Robust understanding of project budgets, procurement and financial processes in accordance with current regulations.
- Maintain careful budgetary control for all projects and provide regular financial reports as required.
- Assessment of monthly contractor completed works and ensure proper and timely processing of payments to contractors, consultants and other suppliers.
- Undertake the procurement and management of external consultants and service providers in accordance with the University's financial regulations, being responsible for ensuring that delivered performance, conditions of appointment and best value requirements are met.

#### **Performance and Customer Service**

- Ensure that effective communication between all parties involved, including staff, occupiers and the relevant project teams is maintained.
- To ensure that regular customer surveys are undertaken as a performance improvement tool, through Customer Services.
- Liaison with other sections within Estates and Facilities in order to ensure seamless, first class customer service.
- To carry out fully inclusive post project evaluations ensuring future procurement processes are informed by shared past contract experiences.
- Continuously improve project delivery & performance.

#### **Health and Safety**

- To manage Health and Safety issues to ensure compliance with statutory requirements and best practice, working closely with the Health Safety and Environment department within Estates.

#### **General Duties**

- Adhere to the university's policies, rules and procedures including health and safety, equal opportunities, all other legislative responsibilities, governance, financial and procedural rules.
- To support the university carbon, sustainability and environmental strategic plans in order to reduce waste, energy consumption and carbon footprint.
- Undertake other relevant and reasonable duties commensurate with the grade as may be assigned by your direct line manager/Assistant Director of Estates.

**The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the division.**