# JOB DESCRIPTION

**Project Manager/Building Surveyor**  
**Vacancy Ref: A2990**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Project Manager/Building Surveyor</th>
<th><strong>Present Grade:</strong> 7P</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong> Facilities – Estates Development</td>
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<tr>
<td><strong>Directly responsible to:</strong> Development Manager</td>
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<tr>
<td><strong>Supervisory responsibility for:</strong> N/A</td>
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<td><strong>Other contacts</strong></td>
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<tr>
<td>Internal: Facilities and Professional Services colleagues</td>
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<tr>
<td>External: Regulatory Bodies, consultants and general contractors</td>
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The Estates Development team is responsible for the strategic development and delivery of major capital projects on behalf of the University, including the delivery of projects identified within the Estates Strategy. This covers the development and construction of new buildings, the refurbishment of existing buildings and the project management of major infrastructure replacement.

## The Role

The purpose of this role is to support Facilities-Estates Development in ensuring the University’s building and engineering projects are delivered consistently to a high standard meeting end user requirements whilst also maintaining compliance with the University design and best practice standards.

The role is responsible for the delivery of estate development small works project whilst also contributing to the project management of both the construction of new buildings and the refurbishment of the existing building stock. You will be responsible for assessing functionality, buildability and maintainability of installations and confirming work specifications are met through proactive engagement with other University staff, external consultants, contractors and statutory bodies.

In both the delivery of small works projects and the project management of larger capital projects you will work closely and collaboratively with other members of the Facilities division, and colleagues across the wider University, to ensure all projects are successfully handed over to the Facilities Operations team, including actively participating in post projects reviews.

### Major Duties and responsibilities:

**Planning, Organisation, Leadership and Decision Making**

- Prioritize and programme your own workload to deliver to customer and project requirements.
- Deliver projects to the highest quality and standards, managing project delivery from inception to occupation.
- Lead, motivate and manage project teams, including all stakeholders in delivering first class projects.
- With all projects ensure the procurement of the necessary statutory and University approvals and consents.
- Provide timely and accurate reporting on progress, quality and budget/cash flow, providing monthly summary reports to Project Executive groups where required, including programme and risk management issues.
- Prepare designs, specifications and estimates, obtain and assess quotations and monitor works whilst undertaking the required contract management.
- Adopt a ‘Clerk of works’ type role in relation to the inspection and assessment of works for the Estates Development team including works compliance with agreed specifications and contractual requirements. Maintain proper and adequate files and records at all times.
- Undertake defect period inspections ensuring all client/end user concerns are addressed and that a single schedule of defects is prepared with all items being brought to satisfactory conclusion.
- Ensure that all project commissioning and handover documentation complies with University procedures (FMAP 42) and that the asset management register is updated as part of the project handover and close out stage, all whilst supporting and contributing to Government’s ‘Soft Landings’ principals.

Health and Safety

- Working closely with the Health and Safety and Environmental Management teams within the Facilities group, and external consultants and contractors, manage all health and safety issues to ensure compliance with statutory requirements and best practice
- Issue ‘Permits to Work’ and access authorization to contractors for all pre-determined high risk and hazardous work activity.
- Enforce The University’s Contractor Health and Safety Code of Practice and issue punitive action when required.

Performance and Customer Service

- Provide professional project management and building surveying services to all internal clients, end users and other stakeholders placing the customer at the heart of our service delivery.
- Ensure that effective communication between all parties involved in projects, including students, University staff and other building occupiers is maintained.
- Support the continued achievement of the Facilities division Customer Service Excellence Programme.
- Ensure continuing professional development by taking active steps to identifying training and vocational opportunities to support your chosen profession and participate fully in the professional development review process.

Financial

- Maintain a robust knowledge of all internal procurement and financial processes in accordance with current regulations and the University’s own financial rules.
- Maintain or ensure the maintenance of careful budgetary control for all projects and provide regular financial update reports as required.
- Undertake the procurement and management of external consultants, contractors and other service providers in accordance with the university’s financial regulations, taking responsibility for ensuring conditions of appointment, delivered performance and best value requirements are met.

General Duties

- Adhere to the University’s policies, rules and procedures, including health and safety, equal opportunities, financial and governance related.
- Support the University’s 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 of the post as may be assigned by your direct line manager of head of service.

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.