



<b>Job title</b>	Capital Projects Manager	<b>Job family and level</b>	Administrative, Professional and Managerial Level 5
<b>School/ Department</b>	Estates Office	<b>Location</b>	Estates Office, University Park (working at any and all UK campuses)

## Purpose of role

The Capital Projects Manager has a key role in ensuring that approved scheme briefs are interpreted in line with the University's requirements, such that new facilities are delivered to programme and budget while meeting the aspirations of the University. This can include single projects of up to £40m value, together with miscellaneous smaller projects of a specialist nature.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	Manage, direct and instruct on projects from inception through to project completion. Manage project resources, assist with or prepare business cases, progress reports, budgets, forecasts and cash-flows. Manage partnerships with external consultants including architects, cost managers, project managers, planning co-ordinators and engineers (structural and service) to ensure the professional delivery of capital schemes. Provision of major capital projects with significant external "client" involvement including single projects with a value in excess of £40m. Scale and complexity of the significant capital projects managed by this role represent a major University risk if not provided to a very high professional standing.	20%
2	Co-ordinate and manage the liaison and interaction with end users/clients and the managing of a multi-disciplinary professional design team to ensure a scheme fit for purpose. Manage complex projects with internal University groups, analyse and interpret data using a range of techniques, testing solutions and sourcing additional related information where appropriate and reporting on progress through briefings and/or formal reports including ensuring professional reports and minutes are provided to Project Management Groups. Manage and direct through the design team the client relationship with users and other departments. Managing multiple projects at any one time with the control of detailed budgets planning, and organisation of new schemes with design teams.	20%
3	Creative thinking and problem solving to ensure optimum outcomes for the University within highly challenging programme and budget constraints whilst meeting user requirements. Consult and co-operate with other areas of the University to develop new and improved processes.	20%
4	Provide all documentation (specification, drawing, health and safety plan) relating to all projects and schemes ensuring all are current and readily available and liaise with Estates Operational Sections to ensure successful handover of projects and their continue operation.	10%

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
5	Obtain, author, check and prepare or challenge cost estimates as appropriate. Draw up and monitor programmes, monitor and control budget and funding levels within projects. Police effectiveness of progress within these ensuring approvals (statutory, legal, policy, CDM and others).	10%
6	Draft business cases, design, tender & management of miscellaneous projects, including for example demolitions or campus environmental enhancements.	10%
7	Revise or develop procedure and policy for approval and contribute to their successful implementation in order to deliver appropriate benefits and ensure external regulatory and national codes of practice are met.	6%
8	Represent the University and Estates Office to other parties (internally and externally) at all required levels.	2%
9	Undertake and maintain and develop CPD requirements providing and reflecting current changes and new thinking/policy both professionally and in practice, ensuring own knowledge and skills keep pace with moving trends and innovation through continuous professional development activities.	2%
10	Any other duties appropriate to the grade and role of the person appointed.	

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Demonstrable professional knowledge of work practices, processes and procedures relating to the delivery of large or complex projects including broad sector and commercial experience.</li> <li>▪ Demonstrable planning and organisational skills.</li> <li>▪ Demonstrable knowledge of sustainability principals.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrable knowledge of a range of contract types relevant to large or complex projects.</li> <li>▪ Experience of working with BREEAM or other recognised sustainability accreditations.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Ability to collaborate and negotiate with both internal and external stakeholders.</li> <li>▪ Proven experience of managing complex projects irrespective of construction value, but where construction values nonetheless may be in excess of £20m.</li> <li>▪ Proven experience of decision making on large and complex projects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of negotiating with commercial tenants and partner organisations (e.g. hotel) in respect to projects.</li> </ul>

	<ul style="list-style-type: none"> <li>Proven ability to direct contractors, design teams and other consultants as required in line with standard University requirements.</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>Professionally qualified (Member (or probationer) of a recognised professional institution, i.e. RICS, CIOB, ARB, IET, IMechE) /relevant degree, plus significant hands-on experience in similar or related roles OR a proven track record of relevant extensive work experience.</li> </ul>	
<b>Statutory/legal</b>	<ul style="list-style-type: none"> <li>Sound understanding of the relevant professional, legal and regulatory requirements applicable to industry.</li> </ul>	



The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others

