



<b>Job title</b>	Director of Capital Projects	<b>Job family and level</b>	Administrative, Professional and Managerial Level 7
<b>School/ Department</b>	Estates & Facilities Department	<b>Location</b>	University Park Campus

## Purpose of role

The Director of Capital Projects is a member of the Estates & Facilities Department Senior Leadership team and is responsible for the day to day leadership and management of the Capital Projects team and the successful planning and delivery of the Estates capital projects programme in support of wider university strategy.

Reporting to the Chief Property & Facilities Officer, the post holder will lead on the strategic planning and execution of the Estates capital programme of circa £50m annually including a portfolio of 50+ small, medium and large-scale projects emanating from the university's 'Reshaping our Estate' programme and Estate Masterplan. They will manage resources, ensure efficient project delivery and set key performance indicators that align with the university's broader objectives.

The Capital Projects team needs to be responsive, agile and be able to consistently deliver projects on time and on budget, and that deliver the required business case outcomes. The post holder will have the responsibility and authority to implement a project delivery playbook and governance framework, liaising closely with the Chief Property & Facilities Officer, the Director of Estate Masterplanning and the Director of Estates Operations, plus senior leaders across the university.

The role involves close collaboration with other leaders, stakeholders, and teams to ensure the effective delivery of capital projects. Their strategic oversight and leadership significantly contribute to the university's success, fostering a culture of excellence within their Department and across the university. This role also contributes to the Estates & Facilities Senior Leadership team and the wider strategy and management of the department.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Capital Projects delivery</b> <ul style="list-style-type: none"><li>▪ Accountability for the successful delivery of the portfolio of Capital Projects against agreed programmes, costs and outcomes.</li><li>▪ Set the overall standards of service for the Capital Projects function and have ultimate accountability for such standards being met.</li><li>▪ Working closely with the Director of Estate Masterplanning, embed a robust and transparent approach to the planning and prioritisation of capital projects in line with the university's medium-term financial plan budgets, Estate Masterplan and agreed Capital Projects pipeline.</li><li>▪ Lead the implementation of a comprehensive project playbook to ensure consistency in project delivery, reporting and assurance.</li></ul>	50%

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	<ul style="list-style-type: none"> <li>▪ Lead a Portfolio Management Office (PMO) function and ensure that appropriate governance, reporting and assurance frameworks are in place.</li> <li>▪ At project level, plan and manage the internal resources and external planning, design, project management, cost and other specialist consultants to ensure the successful and timely delivery of projects against the agreed business case.</li> <li>▪ Ensure all projects, or parts of projects, commence with adequate funding in place for the scope of work required.</li> <li>▪ Closely monitor the progress of all capital projects to ensure that appropriate action can be instigated should any adverse deviation to programme or cost arise.</li> <li>▪ Be accountable for the control and monitoring of project costs and contingencies at a project and portfolio level, escalating any deviations or risks as appropriate.</li> <li>▪ Effectively manage complex funding, legal agreements, designs, specifications, programmes, statutory obligations, service level agreements and construction contracts.</li> <li>▪ Embed 'Soft Landings' principles throughout the project life cycle to ensure effective handover and operation of completed projects.</li> <li>▪ Develop and implement a BIM strategy for the Estates department.</li> <li>▪ Ensure the effective performance of consultant and contractor frameworks, including periodic review of performance and value-add.</li> </ul>	
2	<b>Leadership and strategy</b> <ul style="list-style-type: none"> <li>▪ Lead, motivate and develop the Capital Projects team to ensure that it provides high quality, value for money and customer-focused service within agreed programmes and budgets, using effective and efficient programme and project management processes.</li> <li>▪ Define, construct and implement strategy for the effective delivery of capital projects and programmes that supports and takes forward the university strategy and best practice in the sector.</li> <li>▪ Cultivate a culture of service excellence, transparency, and continuous improvement within the function.</li> <li>▪ Review project delivery performance over time and compare it to best practice in the market, identifying areas of improvement in structure, practices, policies and technology.</li> <li>▪ Work as a key member of the Estates &amp; Facilities Senior Leadership team, contributing to the development and implementation of estates strategies, business plans, budgets and operational delivery plans.</li> <li>▪ Work closely with the Legal Services team to develop contracting strategies, advising on which of the standard contract forms (JCT, NEC, etc.) should be used in different circumstances.</li> <li>▪ Actively engage with strategic projects and initiatives, both within the Estates &amp; Facilities Directorate and the wider university.</li> </ul>	20%

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	<ul style="list-style-type: none"> <li>Undertake other senior duties as required, including providing cover and deputising for colleagues.</li> </ul>	
3	<p><b>Collaboration, engagement and reporting</b></p> <ul style="list-style-type: none"> <li>Drive effective collaborative cross-team working and foster a culture of excellent customer service and support, working with key internal and external partners and stakeholders and representing the Estates &amp; Facilities department effectively in key networks and groups.</li> <li>Provide professional guidance and support to the academic community in connection with the development of capital projects in support of academic strategic plans.</li> <li>Interact and negotiate with staff and academics at all levels within the university as well as with external authorities, strategic partners, organisations, consultants, suppliers and contractors.</li> <li>Translate complex technical language into communications for stakeholders and influence critical institutional decisions on procurement, design, delivery and risk.</li> <li>Produce regular progress and performance reports and dashboards in a clear and concise format to support governance and reporting processes, including to Estates &amp; Infrastructure Committee, Space &amp; Minor Works Committee, Project Management Groups, Health &amp; Safety Committee.</li> </ul>	20%
4	<p><b>Health, safety and risk management</b></p> <ul style="list-style-type: none"> <li>Working closely with the Health &amp; Safety department, embed a strong safety culture within the Capital Projects team and supply chains, including regular monitoring and assurance of safety performance and metrics.</li> <li>Ensure compliance with all relevant statutory and regulatory requirements, including the Construction (Design &amp; Management) Regulations (CDM).</li> <li>Ensure a robust approach to risk management, ensuring that the most significant risks facing capital project activities are appropriately identified, managed and monitored throughout the project life cycle.</li> <li>Review project delivery performance over time and compare it to best practice in the market, identifying areas of improvement in structure, practices, policies and technology.</li> <li>Work as a key member of the Estates &amp; Facilities senior leadership team, contributing to the development and implementation of estates strategies, business plans, budgets and operational delivery plans.</li> <li>Work closely with the Legal Services team to develop contracting strategies, advising on which of the standard contract forms (JCT, NEC, etc.) should be used in different circumstances.</li> <li>Actively engage with strategic projects and initiatives, both within the Estates &amp; Facilities Directorate and the wider university.</li> <li>Undertake other senior duties as required, including providing cover and deputising for colleagues.</li> </ul>	10%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Professional and well-developed interpersonal skills and an ability to communicate with senior academic and related university staff, external organisations and individuals at all levels.</li> <li>The ability to deliver concise written reports and business cases and to provide solution options to complex situations.</li> <li>Proven ability to lead, communicate effectively with and motivate teams of professional staff.</li> <li>Self-motivating and able to work on own initiative and liaise effectively with peers.</li> <li>Innovative leadership: proven track record in leading strategic change, managing people, and fostering innovative problem-solving.</li> <li>Interpersonal excellence: advanced motivational, negotiation, and influencing skills.</li> <li>Financial stewardship: competence in managing substantial budgets, resources, and understanding financial procedures.</li> <li>Proven analytical and problem solving skills and an ability to make independent and robust decisions.</li> <li>Ethical and authentic leadership: demonstrated ability to guide with integrity and authenticity, showcasing strong decision-making and conflict resolution skills under challenging conditions.</li> <li>Ability to quickly identify key issues and to be able to negotiate to the benefit of the university as required.</li> </ul>	<ul style="list-style-type: none"> <li>Proven people and change programme leadership skills.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>Relevant post-qualification experience in the construction and projects fields.</li> <li>Proven experience of successful delivery of major capital building projects and portfolios to a comparable scale (£50-£100m p.a.) in a live, operational, high footfall and diverse estate portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in the HE sector.</li> <li>Experience of implementing Soft Landings or similar approaches.</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Experience of effectively managing large capital budgets, including approaches to cost control and reporting, contingency management.</li> <li>• Highly developed knowledge of the principles, theory and practice of construction project delivery.</li> <li>• Detailed knowledge and experience of standard contract types and their application (e.g. JCT, NEC).</li> <li>• Strategic operations: expertise in strategic planning, management, and process optimisation.</li> <li>• Detailed knowledge and experience of implementing risk management strategies and methodologies in relation to construction projects.</li> <li>• Experience of management and leadership of a diverse professional team, creating a culture of high performance, collaboration and continuous improvement, and managing under-performance effectively.</li> <li>• Proven experience of developing, working with and managing a PMO function.</li> <li>• Experience of complex stakeholder interface and relationship management.</li> <li>• Breadth of vision gained from experience in field of expertise.</li> <li>• Working knowledge of the formal planning process associated with site development and building construction.</li> <li>• Proven ability to deliver complex and challenging objectives with competing demands.</li> <li>▪ Commercial thinker with experience in driving value and managing budgets.</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Professionally qualified with a relevant degree/postgraduate qualification related to the construction industry.</li> <li>▪ A formal qualification in project or programme management.</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>▪ Member of recognised professional institution.</li> <li>▪ Evidence of continued professional development.</li> </ul>	
<b>Statutory/legal</b>	<ul style="list-style-type: none"> <li>▪ In-depth knowledge and understanding of health, safety and risk within an estates' environment.</li> <li>▪ In-depth knowledge of CDM regulations.</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:

<b>Valuing people</b>	Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders.
<b>Taking ownership</b>	Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders.
<b>Forward thinking</b>	Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them and giving them the confidence to drive for continuous improvement.
<b>Professional pride</b>	Goal is to be best in class, ensuring this can be achieved in line with long-term strategy regardless of short-term challenges. Supports people to do what is best for both the organisation and the department.
<b>Always inclusive</b>	Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders.

## Key relationships with others

