

## JOB DESCRIPTION

<b>Job Title:</b>	Estates Project Manager
<b>Department / Unit:</b>	Department of Estates
<b>Job type</b>	Full-Time, Permanent, Professional Services
<b>Grade:</b>	RHUL 8
<b>Accountable to:</b>	Head of PMO
<b>Accountable for:</b>	N/A
<b>Purpose of the Post</b>	
<p>The post holder will ensure that the department's resources are used in the most effective and efficient manner in the provision of a professional "customer focused" and high-quality Project Management service for the benefit of the university community. This is to be achieved utilising an appropriate mix of in-house development section and external consultancy resources, appropriately communicated, and managed in accordance with the university's financial and governance procedures.</p> <p>While the immediate focus for the post holder will be the preparation, briefing, implementation and governance reporting for the larger projects to be aligned with the 10-year capital forecast and emergent Estates Strategy, there will also be a retained focus on the proactive management and delivery of smaller and recurrent project programmes to ensure effective delivery and pro-active reporting against time, cost, quality and sustainability. The post is a 'hands-on' position for the management of university stakeholders and the interface between these stakeholders and external consultants and contractors.</p> <p>The post holder is also expected to be instrumental in the ongoing review, coordinated through the PMO function of all existing estates related departmental systems and procedures to ensure that wherever possible, best practice and best value methodologies are identified and implemented in meeting departmental objectives.</p>	
<b>Key Tasks</b>	
<p><b>Principal Duties</b></p> <p><u>Key Areas</u></p> <ul style="list-style-type: none"> <li>Managing, implementing, and reporting on capital and revenue works programmes.</li> <li>Managing the preparation of an appropriate project brief and business case, including cost, programme, scope, sustainability and EDI alignment for sign off by the Client.</li> </ul>	

- Managing the decant process through appropriate communication, planning and co-ordination with the Strategic Space Project Manager in support of the capital and revenue programmes.
- Supporting project boards, steering groups or individual project clients in their preparation, reporting and implementation of projects including communication and co-ordination with external consultancy resources, coordinating through the HoPMO.
- Managing the development and application of key project related strategic energy, sustainability, and environmental awareness practices through appropriate communication, planning and co-ordination with the Head of Sustainability (Estates) in support of the capital and revenue programmes.
- Provide departmental technical and co-ordination support to other departmental professional service and academic staff as appropriate.

#### **Main Duties and Responsibilities:**

##### **Managing, implementing, and reporting on the capital and revenue works programme.**

- Identify and implement, with agreement of the DDofE (Projects)/HoPMO, the appropriate project management staff resource required to service the university's projects.
- Research, identify and advise on appropriate procurement options coordinating with the DD(Projects)/HoPMO respect to the purchase of sub-contractor, main contractor, or consultancy services.
- Identify and implement appropriate "best practice" auditable reporting procedures for capital and revenue works expenditure, coordinated through the HoPMO in accordance with the University's financial regulations and Governance reporting and authorisation requirements.
- Ensure "best practice" and effective methodologies for brief and specification development for new projects, coordinated through the HoPMO ensuring appropriate application of risk, value for money and Quality control assessments throughout project development.
- Manage the selection of contractors and consultants in compliance with EU and University procurement regulations, brief and manage consultants, monitor progress, and agree fee invoices and payments.
- Ensure that project teams, both internal and external deliver projects within budget and programme, coordinating through the HoPMO, monitoring progress and expenditure and advise on effective means of reducing programme slippage.
- Advise and implement full life cycle cost procedures for projects.
- Advise and implement "best practice" procedures coordinating through the HoPMO designed to minimise the disruption of project defects programmes and final account works.
- Liaise with statutory bodies, planning authorities and University specialists and assist in the submission of appropriate information for approvals.
- Coordinating through the HoPMO, implement cost planning development procedures for various funding sources.
- to assist in the drawdown of funds, additionally demonstrating expenditure against project budgets.

**Managing the decant process through appropriate communication, planning and co-ordination with the Strategic Space Project Manager in support of the capital programmes.**

- Ensure “best practice” procedures are identified and implemented for decant services.
- Ensure appropriate and effective liaison with all of the university’s internal and external clients with respect to disruption and programming of decant related works, seeking to minimise inconvenience to ongoing or anticipated operations.
- Ensure that the university meets its Health and Safety obligations for decant projects, including CDM. Provide reports and seek remedies to be agreed through the HoPMO as appropriate where deficiencies are identified.
- Ensure appropriate and pro-active liaison and reporting (Comms/RACI) of decant projects both in programme and cost to other estates sections, the university’s Finance department, Estates DD (Projects) and relevant project boards and committees.
- Implement budgetary responsibilities for the estates projects as delegated by the Estates DD (Projects)/HoPMO and in accordance with university financial and governance procedures.
- Identify, implement, and monitor training for in-house staff in support of best practice procedures.

**Supporting project boards, steering groups, or individual project clients in their preparation, reporting and implementation of projects including communication and co-ordination with external consultancy resources.**

- Assist in the management of the various project boards, committees and building user groups, individually and collectively.
- Ensure appropriate cost reporting of projects to the appropriate project oversight groups.
- Provide technical and managerial support to the appropriate project oversight groups and their individual project board chairs and sponsors.
- To co-ordinate the interface of other associated university departments in support of the appropriate project oversight groups, coordinating through the HoPMO.
- To proactively manage any value engineering procedures undertaken by appropriate project oversight groups.

**Managing the development and application of key project related strategic energy, sustainability, and environmental awareness practices through appropriate communication, planning and co-ordination with the Head of Sustainability (Estates) in support of the capital and revenue programmes.**

- Identify and implement appropriate leading-edge energy saving and sustainable technologies and procedures for all new capital or refurbishment works.
- Manage the identification and implementation of “best practice” waste management and other green or sustainability related policies and procedures.
- Manage the identification of preferred passive low energy and sustainable environmental strategies for new capital and refurbishment projects, coordinated through the HoPMO.
- Manage the process of statutory compliance with funding and government energy or sustainability policies.

**Provide departmental technical and co-ordination support to other departmental professional service and academic staff as appropriate.**

- Ensure effective technical liaison and co-ordination with other estates sections, university professional service and academic schools and departments and all other university clients with a view to minimising disruption and programming of works

through the development and dissemination of appropriate communication and RACI plans.

- The post holder will play an active role in the life of the university in maintaining awareness of relevant developments and benchmarks elsewhere. This includes representing the university on external bodies as appropriate for the benefit of the university.
- Ensure that the operation of functions reporting directly to the post holder, or contributing to other estates related reports or policies provide a high quality, best value, customer focused service appropriate to the budget allocation identified.
- Ensure that core estates issues are reported to the Estates DD (Projects), or other designated Senior or Executive staff members only after appropriate coordination and liaison with other associated or related estates sections to provide a robust and cohesive response.

#### **Miscellaneous**

- Represent the university to the outside world, so as to further the university's interests and secure its objectives.
- Promote and maintain equality of opportunity and diversity with respect to both university staff and students.
- Appropriately and effectively discharge section, departmental and university health & safety obligations and responsibilities.
- The post-holder will from time to time undertake such other responsibilities determined as appropriate by the Estates Deputy Director, Director or other designated Senior or Executive University staff members.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

#### **Internal and external relationships**

The following list is not exhaustive, but the post holder will be required to liaise with:

##### **Internal:**

1. Principal
2. Executive Board Members
3. Estates Directorate
4. Head of Estates PMO.
5. Estates Project Managers
6. Principal's Office
7. University Professional Service Directors
8. Heads of academic Schools and Departments

##### **The Students Union**

##### **External:**

1. Consultant Project Managers and associated design team consultants
2. Appointed external Contractors. Statutory planning authority and associated

agencies i.e., highways

Various other senior members of Professional Services and Academic Departments



## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge, and abilities that are needed to fulfil this role are set out below.

**Job Title:** Estates Project Manager

**Department:** Estates

	Essential	Desirable	Tested by Application Form/Interview/Test
<b>Knowledge, Education, Qualifications and Training</b>			
Professional construction or engineering qualifications or equivalent experience	Yes		Application Form/Interview
IPMA level D or Prince 2 Foundation Certificate		Yes	Application Form/Interview
In depth knowledge/understanding of project management principles	Yes		Application Form/interview
Demonstrate an in-depth knowledge and understanding of procurement and tender processes	Yes		Interview
Understanding of change management principles, processes, and procedures	Yes		Interview
<b>Skills and Abilities</b>			
Able to manage stakeholder relationships, with an emphasis on the application of EDI	Yes		Application Form/interview
Able to influence, monitor and control project risk	Yes		Interview
Financial management and budget management skills	Yes		Application Form/interview
Influencing and persuading skills	Yes		Interview
<b>Experience</b>			
Proven experience of managing projects in region of £500k to £10m+ to a structured process	Yes		Application Form/interview
Experience of working in project environment with multiple stakeholders	Yes		Application Form/interview
Proven experience in a client-side role of creating and leading a multi-disciplinary project team	Yes		Application Form/interview
<b>Other requirements</b>			
Self-motivated and committed	Yes		Interview
Inclusive team player, fostering partnerships, working collaboratively across boundaries	Yes		Interview
Comfortable challenging the accepted way of doing things, with the ability to create new solutions within the limitations of the environment	Yes		Interview
Confident with IT packages including project management software, spreadsheets, PowerPoint	Yes		Application Form/interview

Personal integrity and diplomacy	Yes		Interview
Committed to continuous improvement	Yes		Interview