

JOB DESCRIPTION

Job Title: Senior Capital Project Manager

Grade: SG9

Department: Estates & Facilities

Responsible to: Associate Director of Capital Projects

Responsible for: Projects Managers, trainee/assistant project managers, consultants and contractors

Key Contacts: Director of Estates and Facilities, University Executive Stakeholders, Contracted Service Providers, Relevant sector networks such as Historic England, Foundation, the local planning authority, and Royal Borough of Greenwich, Estates & Facilities staff as well as associates (One university governance group, Students' Union, FOOs)

Standard Occupational Classification (SoC code): TBC

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

Senior Capital Project Manager will be responsible for the overall management, development of design, execution and delivery of various complex Estates and Facilities Projects and allocated part of programme. As the Senior project manager, you will take accountability for a portfolio of projects directly and allocated projects to your team. To Develop and coordinate the needs of the wider university and stakeholders as our client. Ensure process and procedures are developed and maintained within the frequent reporting structures across your team and portfolio. Ensuring a holistic oversight and governance of established and contracted outsourced projects and general support for the Estates & Facilities service at all times. To deputise for the associate director of capital and other senior project managers as required.

KEY ACCOUNTABILITIES

DUTIES AND RESPONSIBILITIES

- To lead the team of project managers, assistants and trainees in the delivery of allocated estates strategy programme. Provide clear communication to your team and allocation of projects aligned to resource and programme.

- To be responsible for the direct project management and your teams overall management, co-ordination, execution, and delivery of a varied set of complex estates projects assigned to your portfolio.
- Ensure the delivery of project management quality standards, championing standardised delivery processes, to include establishing gateway reviews and relative governance, document management factoring timely dashboard reporting, cyclical project health checks to enable the Estates and Facilities Directorate to develop a professional and consistent approach to sustainable project management.
- Ensure stakeholders are part of the journey and have continued commitment to the project aims and objectives, senior and staff levels across the organisation.
- Deliver built environment projects for short, medium and long-term strategic programme objectives and priorities; ensuring all projects meet industry compliance and regulation requirements.
- Write and support your team in the writing of project requests, proposals and business for further governance approvals at various levels. Identify unity between project goals and strategic objectives of the University and Estates Directorate.
- Provide a scheduled tracking structure for risk and financial management in all projects, manage, contribute, and input relevant data and information for project reporting, quarterly reviews, and annual reports as required, reporting to the Head of projects to ensure milestone are in place for success.
- To update the programme manager on all accountable projects and programme and updates on delivery of business cases.
- To be accountable for the timely delivery of business cases in line with allocated programme and projects.
- Complying with procurement regulations, writing of specifications, setting project KPI's and monitoring costs in line with various construction contracts and standard contract terms.
- To work alongside colleagues to implement the aims and objectives of Estates and Facilities Directorate.
- Work closely with the Estates communications role to provide information on projects and updates.
- Contribute to processes, enhancement of procedures and cascading these to the wider university community, ensuring the process continues to meet best practice. Manage change control and update key stakeholders on a regular basis to ensure the project plan and activities are in place alongside the programme.
- Provide effective leadership to the teams both internal and external, motivate and develop skills and understanding. Identify when

deviations need to be addressed and proactively manage any actions required to continue effective working relationships.

- Ensure that resource and staffing needs are proactively met by contributing to the work of the team on an as and when needs basis, including providing cover and/or support as/when required.
- Responsible for maintaining a holistic approach thus allowing a consistent programme oversight ensuring all project delivery aligns with overarching strategic goals and sustainable targets.
- Contribute to the Student Work Experience programme with the Estates Directorate and work alongside the team to enhance each students experience on the programme and its audibility.
- Maintain an excellent working knowledge of policies and procedures.
- Attend and contribute to Steering Groups, including gathering agenda items, distributing paperwork, contributing to meetings, and ensuring that agreed actions are carried out by the relevant staff.
- To deputise for the Associate director of capital projects.

Team Specific:

- Build expert knowledge and best practice, to deliver a customer focused approach to stakeholder management thus ensuring regular client engagement is always undertaken.
- Support the delivery of an effective and professional project management service through sharing knowledge and providing support to team members as required.
- Ensure stakeholder co-ordination and project input are in place including internal stakeholders, external designers, planning authorities, building regulations, Information Technology Systems, Health & Safety Office, other Estates and Facilities colleagues, media and members of the public in accordance with agreed standards and procedures.
- Responsible for collecting and executing information of the overall programme management.
- Ensure the maintenance of documentation and records in accordance with quality standards and agreed repositories are kept up to date.
- Facilitate process workshops that involve eliciting process requirements from key stakeholders, analysing the working process to identify gaps and issues requiring resolution.
- Ensure that realistic project and quality plans are prepared and maintained and track all activities against the plan, providing regular and accurate reports to stakeholders, as appropriate.
- Operate within the agreed corporate methodologies in relation to service process analysis and project management.
- Develop and manage an Estates and Facilities programme of works ensuring project management standards are adhered to and championing the continuous improvement in project management excellence.

Generic:

- Liaise with external agencies and organisations, as appropriate, on the university's behalf.
- To foster relationships and contact networks amongst peers across the sector.
- Actively monitor performance of consultants and contractors to meet the University's requirements and provide recommendations/reports on action required to ensure university interests are protected.

Managing Self:

- Show initiative by contributing to the development of office processes.
- The ability to use own initiative and work under pressure.
- To contribute to the motivation and wellbeing of the team.
- Willingness to develop professionally.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

- Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.
- The post holder will have access to a range of sensitive and key University systems, it is therefore essential that they demonstrate a high level of professional integrity and discretion.
- Any other duties as appropriate to the post and grade.
- A willingness to travel, network and promote the University of Greenwich.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the service is delivered to the required standard.

KEY PERFORMANCE INDICATORS:

- To produce high quality work delivered to agreed timescales.

KEY RELATIONSHIPS (Internal & External):

- Executive Director of Estates and Facilities and Deputy

- University Executive Stakeholders
- Contracted Service Providers
- Relevant sector networks such as Historic England, Foundation, the local planning authority, and Royal Borough of Greenwich
- Estates & Facilities staff as well as associates (One university governance group, Students' Union, FOOs)

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Substantial experience of successfully project managing a range of complex projects in the Built Environment.
- Experience of writing business cases.
- Experience in managing internal resources.
- Proven experience of managing Built Environment industry contracts.
- Proven experience of writing brief documents, scope of works and specifications for the Built Environment.
- Confidence in managing external suppliers, consultants and stakeholders.
- Knowledge of the Building Regulations and Industry standard compliances

Desirable Criteria

- Experience of the Higher Education or Public sector.
- Understanding of Capital projects and/or Gateway reviews.
- Awareness of Built Environment Contracts and contractor governance.

SKILLS:

Essential Criteria

- Excellent project management, reporting, budget and programme skills.
- Excellent project risk management, mitigation, and assessment.
- Ability to prioritise, organise and deliver a complex and changing workload under pressure and to tight deadlines.
- Excellent interpersonal and negotiation solutions to complex problems.
- Microsoft Office Package to Intermediate Level.
- Excellent organisational skills and the ability to prioritise competing demands.
- Excellent communication and interpersonal skills and the ability to work flexibly and respond to unexpected workloads.

Desirable Criteria

- Understanding public sector procurement.

QUALIFICATIONS:

Essential Criteria

- Educated to degree level or the equivalent.
- Project management accreditation or relevant industry experience.

Desirable Criteria

- Health & Safety training.
- Fire safety training.
- Site induction CSCS.
- Willingness for study towards membership of a relevant professional body.

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- N/A