

JOB DESCRIPTION

Job Title: Capital Project Manager

Grade: SG8

Department: Estates & Facilities Directorate

Responsible to: Senior Project Manager

Responsible for: Assistant Project Manager

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

To be responsible for the overall management, development of design, execution and delivery of various complex Estates and Facilities Projects as the project manager of a portfolio of projects. 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. Ensuring a holistic oversight and governance of established and contracted outsourced projects and general support for the Estates & Facilities service at all times.

KEY ACCOUNTABILITIES

DUTIES AND RESPONSIBILITIES

- To be responsible for the overall management, co-ordination, execution, and delivery of a varied set of complex estates projects assigned to your portfolio.
- Co-ordinate the delivery of project management quality standards, championing standardised delivery processes and 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 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, whilst also reflecting our various corporate strategies/enabling strategies relating to Student Success, Research and Knowledge Exchange, Partnership, Digital and sustainability goals/objectives.

- Write and support the writing of project requests, proposals and business cases for further governance approvals at various levels. Identify unity between project goals and strategic objectives of the wider 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 through the PMO office to the Associate Director of Capital Projects to ensure milestones are in place for success.
- Complying with all 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 the Estates and Facilities Directorate, with a particular focus on ensuring adherence to our agreed Directorate values and behaviours.
- Work closely with the Estates communications role to provide information and progress updates on all projects.
- Contribute to reviewing and enhancing/streamlining processes, 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 student experience on the programme.

- Maintain an excellent working knowledge of, and adherence to University's policies and procedures.
- Attend and contribute to Steering Groups, including gathering agenda items, distributing paperwork, drafting notes, contributing to meetings, and ensuring that agreed actions are carried out by the relevant staff.

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, Sustainability, other Estates and Facilities colleagues, external relations teams and members of the public in accordance with agreed standards and procedures.
- 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.
- Ensure 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 well-being 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 Capital Projects department delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- To produce high quality work delivered to agreed timescales.

KEY RELATIONSHIPS (Internal & External):

- Executive Director of Estates and Facilities
- Deputy Director of Estates and Facilities
- Associate Director of Capital Projects
- University Executive Stakeholders
- Contracted Service Providers

- Relevant sector networks such as Historic England, Greenwich Foundation and the relevant local planning authorities
- Estates & Facilities staff as well as relevant associates (One University governance group, Greenwich Students' Union, Faculty Operating Officers, etc)

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Substantial experience of successfully project managing a range of complex projects in the Built Environment.
- 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.
- Experience of writing business cases or funding request papers.
- Experience of managing projects delivering net zero outcomes.
- Possession of a clear understanding of sustainability issues in the HE sector.

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 O365 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