

Post Details		Last Updated: 15/08/22	
Faculty/Administrative/Service Department	EFCS		
Job Title	Project Manager		
Job Family	Professional Services	Job Level	5
Responsible to	Head of Projects		
Responsible for (Staff)	n/a		

Job Purpose Statement

Responsible and accountable for the leadership and overall project management for new build and refurbishment capital development projects within their remit procured via EFCS. Expected to operate with a high degree of initiative and autonomy, provide a client facing focus and act as the main point for contact and communication within the project team. To understand and manage all stakeholders, ensuring early analysis, interpret the needs of clients, stakeholders, project sponsor, end users, EFCS and other key University stakeholders in order to provide clear direction to Project Team members at all times. Where required this will also involve the management and direction of Consultant Project Manager (if applicable) and design team.

Accountable for the safe delivery of all projects within their remit on time, to budget and the required level of quality. The post holder will act as a point of contact and support for fixed term resources and provide guidance on project process and university PMO.

Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)

1. Provide effective leadership and project management to a number of complex capital projects of varying value and scale.
2. Act as the primary point of contact with the Project Sponsor, providing high level project advice on matters of programme, budget, quality and communications; and agreeing, setting and monitoring project specific goals/targets as necessary.
3. Operate in a collaborative and inclusive manner at all times, providing advice to all appropriate stakeholders on options to achieve targets and provide proactive, innovative solutions to adapt objectives and resolve problems where necessary.
4. Develop and administrate an appropriate project management structure for particular capital projects including the development of Project Initiation Documents, Risk Register, and Project Committee Reports that also meet the needs of external funders.
5. Make recommendations and agree budgets and associated profiling, with stakeholders for projects with appropriate contingency funds and assist in the securing and distribution of grants and other funds for estates projects from public and private sources.
6. Accountable for the monitoring and control of all project related matters including financial, programming, quality etc. and advise line management, project committees and other appropriate committees at the earliest opportunity of significant risk management issues as appropriate.
7. Negotiation of contracts with appropriate interventions to ensure delivery to agreed targets meeting end user and stakeholder requirements.
8. Supervise staff, external consultants, project teams and contractors, forge effective relationships and communicate effectively with all project stakeholders in the most appropriate manner, consulting with and reporting to appropriate committees and acting upon feedback as appropriate
9. Lead the Consultant (External) Project Manager and design team in obtaining and developing comprehensive design briefs for projects from a wide range of internal and external clients, ensuring statutory obligations are undertaken in respect of procurement, design, construction and delivery of all projects.
10. Produce quality reports and tender documentation for the engagement of consultants and contractors in accordance with procedures, levels of delegated authority and financial control/audit requirements.
11. Manage client liaison meetings, recording all necessary information and correspondence and ensuring actions are monitored and complied with.
12. Obtain all necessary approvals to ensure continuous development of estates projects.

13. Contribute to the development of customer focused services, promoting the Directorate of Estates and Services by establishing and maintaining good working relationships throughout the University.
14. Prepare design and contract documentation and, when required, tender specific items of work in accordance with University procedure. Monitor contractors progress reporting as required on performance and value for money. Undertake projects using the University project system, producing feasibility studies and reports on future projects. Ensuring the full contractual process is adhered to inclusive of all contract documentation, correspondence, surveying, estimating, accounting, supervision, vetting of payments and project management

N.B. The above list is not exhaustive.

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.
- Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.

Undertake such other duties within the scope of the post as may be requested by your Manager.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Problem Solving, Accountability and Dimensions of the role

The post holder will need to demonstrate a comprehensive and 'expert' level of knowledge and understanding within the 'Built Environment'. Whilst guidance is given by the Head of Projects (Planning and Development) and the objectives of the post are clear, the post holder will be required within their role to determine functional priorities and how desired results should be achieved. The post holder will operate in a proactive and independent manner to organise and prioritise their own work and that of their team (internal and external resource) to successfully meet objectives of the UoS and to support the delivery aims of the department.

Responsibility will be for the safe, efficient and effective delivery of a wide range of project management services as well as wider advice on construction and professional consultancy services. The Post holder will provide effective leadership and project management to a number of complex projects ranging in value from hundreds of thousands specialist works to multi-million capital projects. Acting as the primary point of contact with the Project Sponsor, providing high level project advice on matters of programme, budget, quality and communications; and agreeing, setting and monitoring project specific goals/targets as necessary.

The post holder will be required to develop and apply an appropriate project management structure (complying with the UoS governance structure) for particular capital projects, lead the appointment of professional teams if required for the portfolio, the role will include the supervision and oversight of staff, external consultants, project teams and contractors, forging positive relationships and communicating effectively with all project stakeholders in the most appropriate manner, and consulting with and reporting to appropriate committees and acting upon feedback as appropriate

Decision making and responsibility for outcomes are critical role objectives. The post holder is responsible and accountable for the provision of professional advice with regards to each of the projects/initiatives within their remit, the clarification of requirements and ultimately the provision of a professional and cost-effective solution and service to UoS stakeholders..

The post holder will lead Consultant (External) Project Manager(s) where and design teams (where required) in obtaining and developing comprehensive design briefs for projects from a wide range of internal and external clients, ensuring statutory obligations are undertaken in respect of procurement, design, construction and delivery of all projects.

Consultation and communication are essential to the success of the role and the post holder is expected to lead the project team in effective stakeholder engagement (internal and external) working in a collaborative, proactive way utilising formal and informal communications throughout the life of the projects.

As a senior professional within EFM the post holder will be required to make a wider contribution to the development of customer focused services, promoting EFM by establishing and maintaining good working relationships throughout the University and leading other (non-construction) projects e.g. condition and access surveys as required.

Within the post holder's area of responsibility and operation ensure all activities are carried out in accordance with the requirements of the University and all relevant legislation and good practice.

As a senior manager, the post holder is responsible for the motivation, training and development of a group of professional project management staff who may benefit from such training. The post holder is expected to continually seek improvement and professional development from all staff to ensure the department continues to develop.

Background Information/Relationships

The post holder will deputise for the Head of Projects as necessary.

Estates & Facilities Management is responsible for the planning, development and maintenance of the University estate and provide support services to all faculties and departments in the University. The estate is a key element for the marketability and success of the University. Estates & Facilities Management is responsible for the first impression of the organisation and managing the internal environment to ensure that staff, students, contractors and visitors have a positive experience.

Continuous Improvement

The post holder will be required to suggest improvements or developments to current working practices in order to ensure the smooth running of the service they provide and to implement these after consultation with and support from their line manager or the Head of Projects. This may involve managing small projects which are aimed at improving the efficiency of the design service for the Department.

Accountability

This post involves no direct line management or budgetary responsibilities

- The post holder is expected to exercise judgement in the management and planning of their day-to-day activities, ensuring work is prioritised so that key deadlines are met.
- The post holder will be expected to work as part of the Departments Project Team to ensure the effective planning and delivery of Capital Projects.

Dimensions of the role

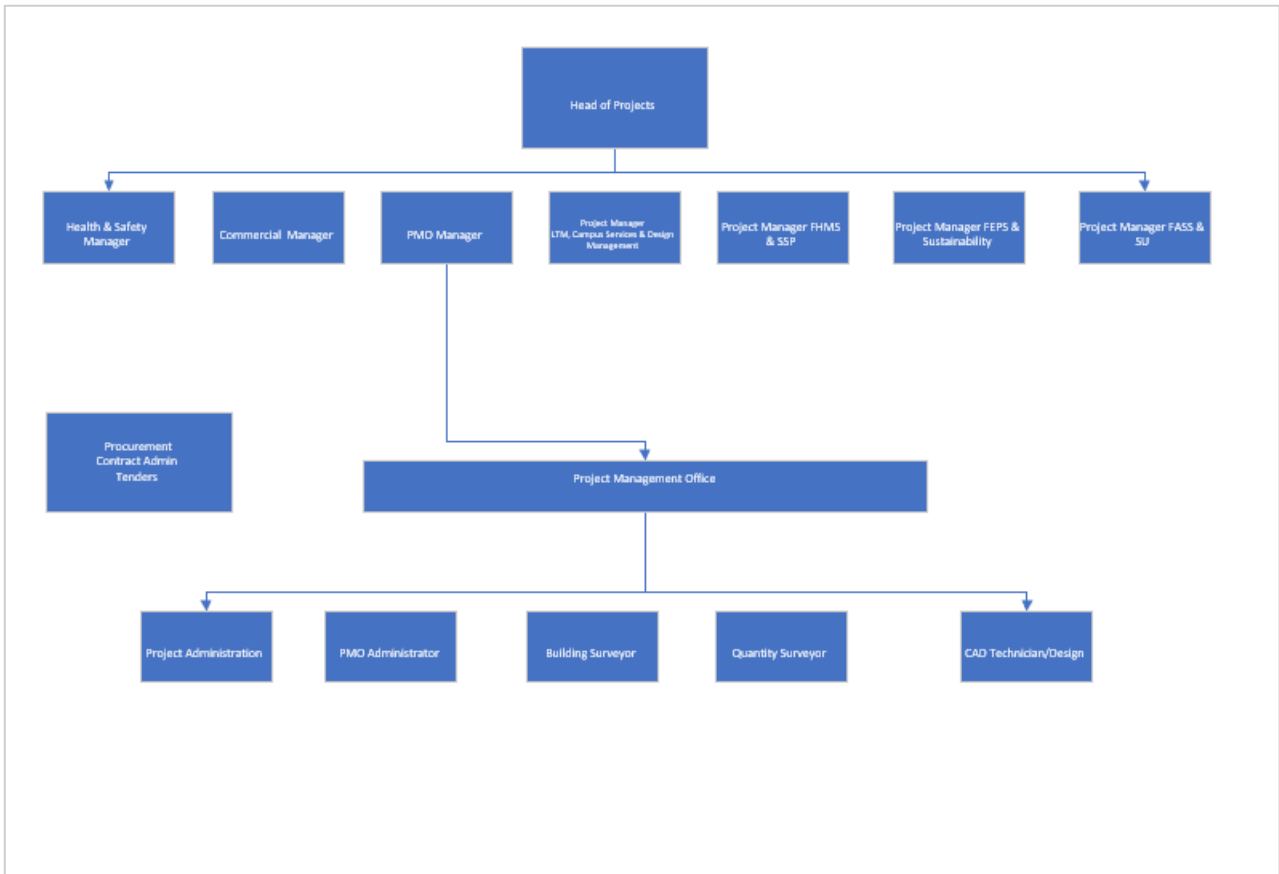
The post holder will not have any direct line management or budgetary responsibilities.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships		
Degree qualified / HND Higher national Diploma		E
A degree or equivalent within a relevant Building, Architecture, Construction discipline	Essential/ Desirable	Level 1-3
Either currently or working towards full membership of a relevant professional organisation, such as TechRICS or ACIOB	E	3
Minimum HNC/HND in Building Technology, Surveying or equivalent in relevant subject/formal training, plus several years experience in similar or related roles.	E	3
P405 - Management of Asbestos in Buildings	E	3
H&S qualification (NEBOSH, SMSTS/SSSTS or IOSH)	E	3
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet).	E	3
Detailed operational knowledge of systems relevant to own field of work in terms of functionality and capability and/or detailed knowledge of own service area and products/services available.	E	3

<p>Thorough knowledge and understanding of the work practices, processes and procedures relevant to the role, which may include broader sector/commercial awareness. Have a good working knowledge of the Common Arrangement of Works System (CAWS), scheduling with NBS or bespoke schedules.</p> <p>Have a good working knowledge of the Equality Act in its current form and experience of the implementation of the Disability Discrimination Act (DDA) and Fire Risk Assessments (FRA)</p>	E	3
Experience working with Microsoft Office and in particular SharePoint & Excel, Email, the internet and databases	E	2
Good understanding of modern PM processes and management techniques	E	3
Be fully conversant with all building construction and engineering services and be able to understand and challenge professional advisors and designers on their design intent and proposals.	E	3
Understand fully the design and performance of the built environment and the Estate.	E	2
Experience of delivering a financial objective across a range of demanding influences	E	2
Special Requirements:	Essential/ Desirable	
Willingness to undertake necessary training on databases		2
Ability to occasionally work outside regular hours and to be part of the team providing Level 2 Callout Support. This involves living within a 40 minute commute of the campus (under normal conditions)		2
Must be able to drive and hold a current full EU license or equivalent permanent licence		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). N/A (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication Adaptability / Flexibility Customer/Client service and support Planning and Organising Teamwork Continuous Improvement Problem Solving and Decision Making Skills Leadership / Management Creative and Analytical Thinking Influencing, Persuasion and Negotiation Skills Strategic Thinking Proactive		3 3 3 3 3 3 3 2 2 2 2 3
<p><u>Background Information</u></p> <p>EFCS Management is responsible for the planning, development and maintenance of the University Estate and provide Support Services to all faculties and departments in the University. The Estate is a key element of the marketability of the University. Estates & Facilities Management are responsible for the first impression of the organisation and managing the internal environment to ensure that staff, students and visitors have a positive experience. We also provide a variety of facilities related services to all University faculties and departments.</p>		

Department Structure Chart



Relationships

Internal

The post holder will have contact with a range of EFCS staff at all levels. Contact with the Faculty/Department FFMs and some contact with senior project stakeholders.

External

The post holder will have contact with contractors, finance departments of contractors/suppliers.