

Job Description

Project Manager

Salary:	Grade 7
Contract:	Full time, ongoing
Location:	Canterbury Campus with a requirement to work across campuses
Responsible to:	Senior Project Manager
Job family:	Administrative, professional and managerial

Job purpose

The Project Manager is responsible for the hands on delivery of small to medium sized construction projects on the Canterbury and Medway Campuses ensuring projects are delivered to agreed programme, budget and quality, working to recognised project and financial management standards. This includes mapping out all activity, managing internal and external stakeholders, having a clear understanding of competing priorities and ensuring work is delivered on time.

The role holder may be involved in supporting larger refurbishment or capital project activity, assisting Senior Project Managers by contributing to work packages and/or directly project managing smaller pieces of work.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Effectively manage all aspects of project delivery for construction projects, ensuring a consistently high standard of quality control and supervision is maintained for each project to ensure they are delivered to an acceptable standard.
- Plan, design, procure and manage a range of new and refurbishment small to medium sized projects from initiation to full operational functionality, facilitating a seamless handover to clients, key stakeholders and Campus Services colleagues
- Review, audit and maintain the University Fire Management Safety arrangements, including Fire Precaution Remedial works, Building Fire Manuals and actions arising from Fire Risk Assessments.
- Act as the Competent Person (Campus Accessibility) attend meetings and undertake regular periodic access audits to ensure accurate records are kept and campus accessibility is prioritised as part of a rolling programme of maintenance investment
- Manage expenditure within delegated budgets, ensuring sound financial management, high standards of administration and procurement of works and services in accordance with the University's procedures and guidelines
- Provide a professional project monitoring interface between construction professionals, contractors, third parties and the University ensuring compliance with CDM and other health and safety requirements
- Manage the procurement of small and medium sized projects to meet the requirements of university clients ensuring compliance with all applicable statutory regulations and university policies.
- Prepare and/or procure drawings, specifications and associated contract tender documents for a wide range of small and medium building works, ensuring low carbon schemes are implemented and energy use minimised by good design and installation practices.

- Demonstrate active involvement and inclusion of customer satisfaction in the delivery of building services works, projects and investigations.
- Act as a point of contact for assigned projects, providing specialist construction advice and accurate and up to date information so that all those involved are kept informed. Proactively facilitating the resolution of project level issues and risks, escalating in a timely fashion, seeking an agreed resolution and making recommendations as appropriate.
- Manage stakeholder engagement throughout, ensuring required levels of involvement in and consultation on implementation, including effective communications and management of expectations.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Responsible for the successful delivery of small to medium projects. One or more projects may be managed at any given time. The role holder can be called to support on larger scale, more complex refurbishment, infrastructure or capital projects where their work would be overseen by a Senior Project Manager.
- Manage a range of conflicting priorities and demands on time and resources, deciding how best to plan and manage own workload to ensure the best possible outcomes and to ensure an efficient, effective and robust project management service
- Able to work independently and flexibly, the role holder will also need to work consultatively with others in order to succeed. They will need to achieve results through other people without necessarily using formal line management authority.
- Required to have an excellent understanding of the principles of construction project management in order to provide specialist advice.

Facts & figures

The Canterbury Campus contains more than 100 buildings with a GFA of 250,000m². These include – accommodation, labs, workshops, offices, catering outlets, sport facilities and datacentres.

Circa 200 small to medium construction projects totalling £2m per annum are undertaken across the department. This post will be responsible for delivering a number of these.

Internal & external relationships

Internal: Directors of Divisions, Heads of Schools and Departments, Academic and Professional Services Departments, Kent Union, Finance Department, other Campus Services sections

External: Contractors, professional design and management consultants, other stakeholders, statutory authorities

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Repetitive limb movements
- Potential exposure to asbestos or other dusts
- Vocational driving on & off campus (includes use of cars, vans, ride-on mowers, buggies)
- Working in isolation
- Regular use of Screen Display Equipment
- Working in Confined Spaces
- Working at Height
- There may be a requirement to work evenings and weekends

- Ability to occasionally travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- HNC/HND or ONC in Construction or Building Studies/Surveying OR equivalent demonstrable industry experience over a sustained period (A)
- Recognised Project Management qualification OR significant project management experience in a similar role (A)
- Evidence of a high level of numeracy and literacy, e.g. GCSE maths and English at grade C or above (A)
- Detailed knowledge of the requirements of the CDM regulations 2015 particularly in the role of 'Designer' and 'Principal Designer' (A, I)
- Ability to give authoritative technical advice on building regulations and building construction issues to appropriate level of stakeholders engaged (A,I)
- Proficient in project management of building fabric works and projects and recent practical experience in construction projects (A,I)
- Experience in the design and specification of building works and the ability to prepare drawings and building specifications for small and medium sized projects (A,I)
- Ability to set, manage, control and report on budgets (A, I)
- Extensive knowledge of Equality Act and related accessibility legislation and best practice guidance (I)
- Comprehensive and current understanding of building construction related Health and Safety legislation (I)
- Strong problem solving, communication, presentation, influencing and negotiating skills (I)
- Ability to work independently with minimal supervision as well as work as part of a larger team (I)
- Awareness of current environmental regulations and best practice to achieve optimum energy conservation and carbon reduction (I)
- Demonstrable experience of delivering a high quality of customer service (I)
- Demonstrable ability in the use of Microsoft Office products and willingness to adapt/transfer skills to use new technology (I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- Educated to degree level or equivalent in a construction related subject (A)
- NEBOSH Construction Certificate or equivalent (A)
- Membership of RICS, CIOB, CABE or other appropriate professional body (A)
- Experience in the use of project management software, AutoCAD software, and databases (A,I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage