



# University of East London

## JOB DESCRIPTION

Job Title:	Head of Projects and Estates Development
Grade:	H
School/Service:	Estates & Facilities Management
Campus:	University-wide
Responsible to:	Director of Estates and Facilities Management Services
Responsible for:	Project Managers (x 2FTE), Space Manager, CAD Technician
Liaison with:	UEB, Members of the Board of Governors, Deans of Colleges, Head of Schools and Directors of Services, Local Authorities; Consultants and contractors.

## JOB PURPOSE

To manage on behalf of the Director, funding bids and project management of numerous development, new-build and refurbishment projects and to provide strategic information necessary for delivering UEL's Vision 2028 the Connected Campus and the Estate Strategy approved by the board of Governors.

## MAIN DUTIES

1. To assist the Director with Minor, Capital and Estates developments projects across the University, to include the management and utilisation of space.
2. To assist with strategic planning including development and implementation of the Estates Strategy and its integration into the framework of Vision 2028 for the organisation.
3. To develop and maintain cost control procedures for capital revenue and direct purchasing and to liaise closely with UEL Financial Services on these issues.
4. To oversee the input of Capital Projects to the Management Accounts to ensure underlying controls and procedures are being adhered, and that reports are produced within defined deadlines including the liaison with other budget holders across the institution.
5. 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.
6. To assist in the development and use to full potential all available information technology and give committed support to agreed office systems and increase the efficiency of the operational process and end product.
7. Supervise external consultants, project teams and contractors for a number of projects.
8. Participate in post project and occupancy reviews as required.
9. Conduct site and handover meetings, recording all necessary information and correspondence. Obtain all necessary approvals, both within UEL and all necessary statutory/other approvals, to ensure continuous development of estate projects.

10. Act on behalf of the Director either as directed or in their absence about Minor and Capital Projects within delegated authority limits. Attend committee/sub committee/working party/departmental/office meetings as required.
11. Assist the Director with the monitoring of the estates performance through the collection, collation and analysis of primary and secondary data related to the estate, including the buildings and grounds for all campuses. Ensuring the data maintained is up-to-date to enable key performance indicators to be monitored. This will necessary involve preparation of papers for meetings and the preparation of information to support business cases for estates developments and projects.
12. To manage staff in the Projects and Estates Development Team including 4xFTE's including their mentoring and personal development.
13. Assist the Director in developing and maintaining the Team's policies and procedures and updating on a minimum six monthly basis the CAD drawings of the UEL estate including landscaped areas and the buildings.
14. Undertake such other duties at a comparable level of responsibility that may be allocated by the Director, or Associate Director.
15. Promote effective communication and teamwork through regular team meetings/briefings and through positive engagement with stakeholders. Ensure that all staff understand the Estates and Facilities Management Directorate, and the University's objectives and their own role in achieving them.
16. To work in accordance with our equality and diversity policies.

### **Health and Safety**

To work in a safe and healthy manner at all times ensuring statutory and University health and safety requirements are complied with at all times.

### **Sustainability**

The Estates and Facilities Service aims to be an exemplar in the way it embraces sustainability and meets its corporate social responsibility. To achieve this, it is the responsibility of all staff to minimise the environmental impact of their day-to-day activities and adhere to University policies on sustainability, waste, resource usage and governance.

### **Other**

To demonstrate commitment to the Services mission statement, goals and values on a daily basis.

To carry out from time to time any other duties within the competence of the jobholder, that may be reasonably required.

## PERSONAL SPECIFICATION

### EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:

#### Essential

- Educated to degree level (A/C)
- Appropriate professional qualification in a construction and surveying related discipline (MRICS, MCIQB) (A/C)

### KNOWLEDGE AND EXPERIENCE:

#### Essential criteria

- Substantial experience on high value project and cost management of new building and development projects and fast track refurbishment (A/I)
- Experience of dealing with property disposal and land sales (A/I)
- Experience of effectively dealing with customers in a complex organisation with multiple internal and external stakeholders at all levels (A/I)

#### Desirable criteria

- Knowledge of current health and safety legislation and issues relating to construction and estates development. (A/I)
- Experience of working in the higher education sector. (A/I)
- Experience of developing the strategic aims and goals of a government institution as well as change management at a strategic level within a public sector environment. (A/I)

### SKILLS AND ABILITIES:

- Ability to manage external consultants and project teams. (A/I)
- Good IT skills with ability to use Project Programming, MS Office and appropriate project budget software. (A/I)

### PERSONAL ATTRIBUTES:

- Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)
- Excellent verbal and communications skills including report writing, presentations, and interpersonal skills for working at all levels inside and outside of the organisation. (A/I)

**Criteria tested by Key: A = Application form, C = Certification, I = Interview, P = Presentation, T = Test**