

**JOB DESCRIPTION**

**Job Title:** Project Manager

**School/Service:** Estates & Facilities Management

**Grade:** G

**Campus:** Docklands

**Responsible to:** Head of Projects & Estates Development

**Responsible for whom:** 1 x Assistant Project Manager

**Liaison with:** Projects & Estates Project Team, UEL Business Partners, Deans of Colleges, Head of Schools and Directors of Services, Local Authorities; Consultants and contractors

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success. #BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year [Vision 2028 strategic plan](https://issuu.com/universityofeastlondon/docs/annual_review_2020?utm_source=Charlotte%2BWhite%2Btest%2Bmail%2Blist&utm_campaign=46c08a193b-EMAIL_CAMPAIGN_2018_09_19_02_52_COPY_04&utm_medium=email&utm_term=0_e8797a5163-46c08a193b-) led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

The Projects & Estates Development Team (PED) are a part of the Estates & Facilities Directorate at the University of East London. The PED team is a diverse customer focused team dealing with the project lifecycle of project management for numerous developments, new-build and refurbishment projects across the university estate. The Department consists of; 1 x Head of Department, 2 x Project Managers, 2 x Assistant Project Managers, 1 x Space Manager and 1 x Assistant Space Planner. PED is also supported by other Delivery Partners in the University such as; Health & Safety, Facilities, Maintenance, Procurement, Finance and Sustainability.

**JOB PURPOSE:**

Project Manager will work to ensure the timely, efficient and cost-effective delivery of building surveying/project management services, relating to the University’s estates and facilities policy.

The post will be subject to a structured development & training programme to ensure that the post-holder is mentored and provided with opportunities to enhance their knowledge and experience to enable progression.

Supervision will be via the Head of Projects & Estates Development as a part of the university’s established staff development and appraisal procedure.

**MAIN DUTIES AND RESPONSIBILITIES:**

* Support the Head of Projects & Estates Development in the delivery of the team’s annual programme through the undertaking of discrete management tasks, task co-ordination and delivery of delegated projects and activities;
* Responsible for the co-ordination and management of a range of projects throughout the university estate, ensuring that work is delivered in a timely, efficient and cost-effective manner. Projects will be of both a capital and long-term maintenance nature;
* Responsible for providing, project / construction management functions and information (using the Estates Project Tracker) to the Head of Projects and other members of the department as delegated;
* Responsible for co-ordinating design, specification and tender of maintenance / alterations / refurbishment and small works to the university estate including feasibilities and budget costing planning. This will involve liaising with UEL Business Partners / school representatives and delivery partners;
* Organise, plan and act on meetings arranged at all stages of, and for each designated project, recording all necessary information and correspondence. To participate in post-project reviews and in ‘snagging’ for each project;
* Ensure timely production and monitoring of project cost schedules, programmes and project controls reports in accordance with the department reporting cycles.

**Supporting Duties;**

* Assist the Head of Projects & Estates Development in the management of working relationships with both internal and external stakeholders;
* Monitor standards for alteration/refurbishment and minor new construction works. To coordinate designs and specifications as required;
* Coordinate the provision of accurate cost advice to the Head of Projects and Estates Development and wider Estates team on such matters as minor works and refurbishment/alterations;
* To work with the Space Management department in each specified project and in the maintenance and upkeep of the university CAD database, covering all the organisations-built assets and estate. The maintenance of and reference to stored university records (Operation & Maintenance manuals);
* Conduct post project and occupancy reviews as required;
* Conduct site and handover meetings, recording all necessary information and correspondence in a timely manner;
* Obtain all necessary approvals, both within UEL and all necessary statutory/other approvals, to ensure continuous development of estate projects;
* 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;
* To manage assistant project management staff 1 x FTE in the Projects and Estates Development Team including their mentoring and personal development.

**Health and Safety;**

* To work in a safe and healthy manner always ensuring statutory and university health and safety requirements are complied with at all times;
* Manage projects in accordance with statutory health and safety requirements and in particular construction, design and maintenance regulations.

**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.

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* Degree level qualification or relevant experience in a construction related subject (A/C)

**Desirable criteria;**

* Experience or qualification in a recognised programme/project management methodology, e.g. MSP, Prince2 (C/I)
* Appropriate professional qualification or willingness to work towards full membership of a relevant professional body such as CIOB, RICS, APM (A/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Experience of project and cost management of new build development projects and fast track refurbishment (A/I)
* Successfully deliver project management functions — preparing and maintaining project plans & reports, cost planning, planning and monitoring, applying change control, risk management and project reporting (A)

**Desirable criteria;**

* Knowledge of property/estates matters with proven practical experience with design & delivery management using technical experience (A/I)
* Experience of multi-site estates operation (I)
* Knowledge of current health, safety and sustainability legislation and issues relating to construction and estates development (A/I)
* Experience of working in the higher education sector (I)
* Knowledge of building contracts and their administration (A/I)
* Working knowledge of estimating and cost control procedures (I)
* Proven ability to work effectively and flexibly under pressure and to tight deadlines (I)

* Proven ability to make decisions under pressure (I)
* The ability to prepare, present and disseminate reports/information, both technical and non-technical (I)
* Experience of contract administering a recognised standard form of contract such as JCT, NEC etc (I)

**PLANNING AND ORGANISING:**

* Ability to work on own initiative and organise workload effectively (I)

**TEAMWORK AND MOTIVATION:**

* A positive team player who proactively supports activities and is confident to progress chase information (A/I)

**COMMUNICATION:**

* Excellent verbal and communications skills including report writing, presentations, and interpersonal skills for working at all levels inside and outside of the organisation. (I)

**LIAISON AND NETWORKING:**

* Experience of effectively dealing with customers in a complex organisation with multiple internal and external stakeholders at all levels (A/I)

**ANALYSIS AND RESEARCH:**

* Ability to build and analyse data, producing reports/spreadsheets (I)

**INITIATIVE AND PROBLEM SOLVING:**

* A self-starter able to work on their own as well as part of a project team (I)

**SKILLS AND ABILITIES:**

* Good client facing skills (I)
* Good numeracy (I)
* Good IT skills with ability to use Project Programming, MS Office and appropriate project budget software. (A/I)

**OTHER ESSENTIAL CRITERIA:**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview

T = Test