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| **Job Title** | Senior Project Manager |
| **School / Service** | Estates and Facilities |
| **Grade and Salary Range** | H |
| **Location and Hybrid working status** | All UEL Campuses |
| **Reporting to** | Head of Projects & Estates Development |
| **Responsible for** | Leading the delivery of the UEL Capital Programme, with a focus on complex and high-value projects across the University’s entire estate. Ensuring projects are completed on time, within budget, and to the required quality standards while aligning with the University’s strategic objectives. |
| **Liaison with** | Projects & Estates Project Team, UEL Business Partners, Deans of Colleges, Head of Schools and Directors of Services, Local Authorities; Consultants and contractors |
| **Contract type** | 24 month FTC |

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

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**ESTATES AND FACILITIES**

The Estates and Facilities Directorate at the University of East London (UEL) plays a critical role in supporting the university’s strategic objectives by delivering a range of essential services. These include strategic estate planning, campus facilities management and maintenance, security, sustainability initiatives, print services, capital investment, and space management. The directorate ensures that UEL’s physical infrastructure supports both the academic and operational needs of the university, maintaining a safe, functional, and sustainable environment across all campuses.

The Estates and Facilities team works closely with key Delivery Partners and professional services within UEL, including HR, Procurement, Finance, Strategic Development & Delivery, IT, and Health & Safety. This collaborative approach ensures that all estate-related services are aligned with the university’s wider goals, enabling effective decision-making and the running of the estate. Together, these partnerships support the ongoing enhancement of UEL’s estate, helping to provide a fit for the future environment for students, staff, and visitors.

**JOB PURPOSE**

As a Senior Project Manager, you will lead the planning, design, procurement, and delivery of complex capital projects across the University estate. You will ensure projects align with UEL’s strategic objectives, deliver best value, and maintain high-quality standards.

This role requires a proven track record in large-scale redevelopment and construction projects and an ability to navigate the complexities of working within an occupied educational environment.

**KEY DUTIES AND RESPONSIBILITIES**

**Project Leadership**

* Lead the end-to-end delivery of complex projects within the UEL Capital Programme, ensuring alignment with UEL’s strategic objectives.
* Develop and implement robust project governance, risk management, and reporting structures.
* Coordinate multiple stakeholders, managing expectations and ensuring clear communication at all levels.
* Ensure projects are delivered on time, within budget, and to agreed quality standards.

**Technical and Construction Management**

* Oversee the design, specification, tendering, and contract management of projects across the estate.
* Ensure full compliance with relevant building regulations, planning approvals, and statutory requirements.
* Manage contractors, consultants, and supply chain partners to maintain high-quality construction standards.

**Financial and Commercial Oversight**

* Develop and manage project budgets, ensuring accurate cost forecasting and financial control.
* Lead procurement strategies, contract negotiations, and value engineering initiatives.
* Ensure best value is achieved while maintaining project integrity and design vision.

**Stakeholder and Partnership Management**

* Work closely with internal and external stakeholders to align projects with university and local authority requirements.
* Engage with students, academic staff, and local communities to ensure the redevelopment meets user needs.
* Represent UEL at external meetings, planning consultations, and industry forums.

**Health, Safety, and Sustainability**

* Ensure compliance with CDM Regulations, health and safety legislation, and UEL’s sustainability policies.
* Embed environmentally sustainable design and construction practices within project delivery.
* Promote a culture of health and safety excellence across all project activities.

**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.

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential:**

* Extensive experience in leading major capital redevelopment projects (ideally in higher education, public sector, or mixed-use developments) – (A/I)
* Proven expertise in planning, procurement, contract management, and construction oversight. (A)
* Strong knowledge of JCT and NEC contract administration. (I)
* Demonstrated ability to lead complex projects within occupied and operational estates. (A/I)
* Experience managing budgets more than £10 million. (A/I)
* Excellent leadership, communication, and negotiation (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/I)

**Desirable:**

* Experience working within the higher education sector. (I)
* Knowledge of estate master planning and strategic asset management. (A/I
* Professional qualification or membership of RICS, CIOB, or APM. (A)
* Experience of multi-site estates operation (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)

**COMPETENCIES REQUIRED**

**Technical Competencies**

* Project & Programme Management – Ability to manage complex capital projects from inception to completion.
* Construction & Technical Knowledge – Strong understanding of construction methodologies, building regulations, sustainability standards, and higher education estate requirements.
* Contract Administration & Procurement – Experience working with JCT contracts, NEC contracts, procurement strategies, and consultant/contractor management.
* Risk, Change & Value Management – Ability to identify, assess, and mitigate risks while implementing robust change control and cost-saving measures.
* Health, Safety & Compliance – In-depth knowledge of CDM Regulations (including the new Building Safety Act), fire safety, planning approvals, and university governance frameworks.
* Budgeting & Cost Control – Strong Experience in managing project finances, cost forecasting, and ensuring value for money in line with public sector funding rules.
* Stakeholder & Client Management – Ability to engage with academic staff, estates teams, finance, legal, and external consultants/contractors, ensuring alignment with institutional objectives.

**Behavioural Competencies**

* Leadership & Decision-Making – Confident in leading project teams, resolving issues, and making informed decisions to drive project success.
* Problem-Solving & Critical Thinking – Analytical skills to troubleshoot project challenges and propose practical solutions.
* Communication & Negotiation – Strong verbal and written communication to engage stakeholders, report progress, and negotiate with contractors and suppliers.
* Adaptability & Resilience – Ability to manage complex projects in a dynamic university environment, balancing academic priorities with construction constraints.
* Organisation & Time Management – Capability to handle multiple projects, prioritise tasks effectively, and meet strict deadlines.
* Collaboration & Teamwork – Ability to work with multidisciplinary teams, fostering a culture of accountability, efficiency, and continuous improvement.

**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)

**Other**

* Flexibility to work across different UEL campuses and occasionally outside regular working hours for activities or emergencies.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential:**

* Degree level qualification or relevant experience in a construction related subject (A/C)
* Demonstrable experience in leading redevelopment projects.
* Professional membership of RICS, CIOB, APM, or equivalent (or working towards).

**Desirable:**

* Experience or qualification in a recognised programme/project management methodology, e.g. MSP, Prince2 (C/I)

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!