



**Job Title:** Project Manager (2 positions available)  
**Grade:** 8  
**Salary:** £50,253 to £56,535 per annum, pro-rata if part-time  
**Department:** Estates and Campus Services  
**Hours/Contract:** Full-time or job share, permanent  
**Job Family:** Management and Administration  
**Reference:** 13260

## Role Purpose

You will act in the capacity of Project Manager, providing high quality client focused project management skills to a range of capital and revenue projects, ensuring schemes are briefed, designed, developed, delivered and governed within strict budgetary and programme constraints, fully satisfying University requirements.

These projects will be delivered from inception through to completion following the RIBA Plan of Work process. Projects will consist of Long Term Maintenance (LTM) schemes with a heavy mechanical and electrical bias, minor works and carbon and energy improvements.

The post holder will need to be able to effectively engage with key stakeholders (internal and external) throughout the life of the projects, establishing project briefs, assisting in the development of business case and grant bids, have the ability to identify suitable procurement strategies, lead and motivate project teams, comprising internal and external resource, and be able to effectively deliver projects to time, quality and budget.

Not only will the post holder lead and deliver a number of individual projects, they will also contribute to developing and maintaining best practice processes and protocols within the Project Delivery team.

## Resources Managed

Project teams comprising internal end users, impacted stakeholders and other Estates and University teams. External delivery partners including professional consultants comprising of architects, structural and civil engineers, quantity surveyors, building surveyors, mechanical and electrical consultants, clerk of works and other specialist providers including legal and funding providers as well as statutory authorities concerning planning, building control and building safety.

Projects will vary in value according to need, but would typically be between £250k - £5m.





Main Duties and Responsibilities

- Take responsibility for planning, implementing and delivering capital and revenue projects, spanning Long Term Maintenance, Minor works and Carbon and Energy improvements. Provide a single point of responsibility for those projects and be accountable for successful attainment of project objectives
- Work with the University Procurement Business Partner to establish appropriate procurement strategy for relevant projects.
- Oversee and manage project performance, ensuring deliverables are satisfied to a high standard of quality, including coordination of activities and monitoring both internal and external staff, consultants and contractors; ensuring true value for money is attained. Ensure adequate project performance reporting is provided on all projects and reported regularly in line with University project governance procedures.
- Effectively communicate to obtain necessary internal and external approvals, engaging with key stakeholders that will include academic and professional services staff, other Estates departments and statutory bodies. Holding milestone reviews with the Estates asset management team to ensure the integration of projects into the existing mechanical and electrical infrastructure will be critical.
- Manage and maintain budget control of individual projects and multi-project programmes in-line with approved budgets. Communicate effectively to stakeholders regarding budget and ensure project risk is evaluated and controlled throughout all key stages of the project(s) lifecycle.
- Contribute to identifying, establishing and embedding governance standards within the Project Delivery team, leading by example to colleagues, helping to manage, support and motivate the project teams.
- Ensure that all work undertaken is assessed and delivered in accordance to legislative and University requirements at a minimum, ensuring Health & Safety and Compliance is fully satisfied within scope/design/specification.
- Where relevant, conduct post occupancy evaluation ‘lessons learned’ once the asset has been delivered, sharing feedback on performance to University colleagues, identifying shortcomings and/or improvements to encourage best practice principles are maintained.

Internal and External Relationships

Internal clients - Colleagues in Estates including Asset Management and Compliance (mechanical and electrical services), in the delivery of LTM projects; colleagues from Academic Colleges or Professional Services Divisions.

External/Internal professional service providers (consultants); designers, engineers and contractors, on a daily basis.

Contribute to University Project Boards (monthly) – including the production of the project management report and dashboard.





Local Authority/Statutory bodies to ensure compliance.

### Planning and Organising

Responsible for efficiently managing own allocated workload, and the workload of others within project teams.

Competently monitor and review assigned work(s) to project team members (internal and external) under your control, checking deliverables are adequately completed.

Responsible for identifying and completing own development training needs.

The role requires full management of multiple projects of varying financial value and complexity in various locations throughout the University estate. This requires strong short and long-term planning skills, organisation and programming, requiring the post holder to have analytical ability, be reliable and thorough throughout the life cycle of the projects under their control.

Detailed understanding of the project development process, project management and construction methodologies will be essential.

A full appreciation of modern methods of procurement within the built environment, for professional services and works contractors.

Support the Project Delivery in the continual development of policies and procedures to ensure they meet departmental requirements, both short and long term.

### Qualifications, Knowledge and Experience

#### Essential

- Professionally qualified within a Built Environment discipline\*
- Chartered status or in the process of obtaining membership (RICS/MCIOB/RIBA/APM)\*
- Experience of managing multiple construction projects with multiple stakeholders of various sizes, up to £5m\*
- Experience of managing and delivering multiple projects using the RIBA plan of works to demonstrate a detailed understanding of the construction process and project procedure\*
- Experience of managing principal contractors and external consultant service providers\*

#### Desirable

- Experience of delivering construction projects with multiple stakeholders within the Higher Education sector
- Experience of delivering projects with a Mechanical and Electrical bias
- Business Case / Investment Appraisal/Bid development
- Health & Safety qualification





## Skills, Abilities and Competencies

### Essential

- IT literate in MS Word, Excel, PowerPoint, and Project Planning/Programming software (MSP, Asta)\*
- High level planning and organisational skills
- Effective communicator with negotiating skills and commercial awareness
- Experience of managing large project teams
- High level of attention to detail, proactively using initiative to identify potential project issues and mitigate.
- Strong written and oral communication skills
- Self-motivated and tenacious, able to manage their own workload and achieve results

### Desirable

- Experience of various forms of construction works contracts (JCT, NEC etc).

**\*Criteria to be used in shortlisting candidates for interview**

## Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

## University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

## Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.





## Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

