



<b>Job Title:</b>	Assistant Project Manager
<b>Grade:</b>	7
<b>Salary:</b>	£39,105 to £45,163 per annum, pro-rata if part-time
<b>Department:</b>	Estates and Campus Services
<b>Hours Contract:</b>	Full-time or job share, Permanent
<b>Job Family:</b>	Management and Administration
<b>Reference:</b>	11142

## Role Purpose

To manage and lead the delivery of small to medium minor works and long-term maintenance projects along with assisting on major capital schemes across the University estate. This will involve ensuring projects are briefed, designed, planned and governed effectively to ensure they are delivered to time, quality and budget.

For larger and more complex schemes the role will involve assisting more senior members of the project delivery team.

The post holder will need to be able to effectively communicate and engage with key stakeholders (internal and external) throughout the life of the project, establish briefs and outcomes measuring progress against these along with leading and motivating the project team.

## Resources Managed

Project teams comprising internal and external resource, with the teams formed according to the size and nature of each project.

Projects will vary in value according to need, but would typically be between £25k - £1m





## Main Duties and Responsibilities

- Take responsibility for planning, implementing and delivering capital and revenue projects in the minor works and long-term maintenance sectors. On larger more complex projects assisting more senior members of the project delivery team.
- Effectively communicate with key stakeholders to determine the brief and objectives of the project. Liaise regularly throughout the life of the project to obtain necessary approvals and to facilitate timeframes to carry out the works. Provide reports including board dashboards and milestone gateway reports at key stages of the project and ensure approvals are provided by relevant stakeholders.
- Manage project performance, ensuring deliverables are satisfied, including coordination of both construction and University direct activities e.g., Digital, FF&E. Monitoring of both internal and external staff driving progress. Provide regular project progress reporting to Head of Project Delivery in line with procedure
- Monitor and report financial performance of projects in-line within the approved spend profile. Evaluate and highlight risk to budget and take necessary steps to mitigate in-line with procedure.
- Work with the University Health and Safety Business Partner in the delivery of projects implementing their advice and guidance. Ensure via the project team that all work undertaken is assessed and delivered in accordance to legislative and University requirements as a minimum, ensuring Health & Safety and Compliance is fully satisfied within scope/design/specification.
- Liaise with the Asset Management (particularly on LTM schemes), Digital and other key University services providing them an overview of the project at each key stage and ensure they are familiar with the scheme during construction to ensure a smooth handover of the asset upon completion.
- Establish appropriate strategies with the Estates Category Manager for the procurement of projects utilising existing frameworks in accordance with legislation and procedure and seek to implement their advice and guidance. Provide contract performance and key KPI information.
- Other duties as requested by the Head of Project Delivery particularly in the development and regular review of project process and procedures.



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## Resources Managed Facts and Figures

- Value of Projects – £25,000 - £1,000,000
- Number of Projects managed – typically 5-10 at any one time including assisting on larger and more complex projects with senior members of the project delivery team.
- Number of Direct Reports (Internal) – 0
- Regular management of external project teams including designers, cost consultants and contractors.

## Internal and External Relationships

### Internal

- Reporting to the Head of Project Delivery
- Project Delivery team
- Key Estates and Campus Services teams – including Asset Management, Business Systems.
- Client Stakeholders – including Project Sponsors, Director and Deputy Director of Operations within the Colleges, School Operations Managers, Professional Services Leads.
- Digital Services

### External

- External consultants – designers, cost consultants, technical specialists, statutory authorities
- Contractors and subcontractors

## 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.

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 and being able to articulate this to a variety of audiences.

## Qualifications, Knowledge and Experience





## Essential

- GCSE qualifications including Mathematics and English, or equivalent\*.
- NEBOSH Health and Safety at Work Award or equivalent experience\*
- Experience of managing a series of projects and external service providers\*
- Knowledge of IT including MS Office\*
- Experience of budget management and financial awareness\*
- Experience of managing people\*

## Desirable

- Construction Management Level 4 qualification\*
- PRINCE2 of other project management qualification. \*
- Knowledge of the construction process including project briefing, design, procurement and delivery procedure. \*
- Experience of standard forms of construction contract\*

## Skills, Abilities and Competencies

### Essential

- Strong customer focus and stakeholder engagement ability\*
- High level of planning and organisation skills\*.
- Strong written and oral communication skills\*
- Ability to team work across boundaries\*
- Ability to meet challenging deadlines\*
- Commercial awareness\*

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

## Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.



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### Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### 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

### 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 equity 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 equity, diversity and inclusion.

