



Job Title: Head of Project Delivery
Grade: 9
Salary: £53,348 - £60,022 per annum
Department: Estates and Digital Services
Hours/Contract: Full time, permanent
Job family: Management and administration
Reference: 3943

Role Purpose

To lead and manage the team responsible for the design and delivery of the University’s estates projects, comprising major projects, minor works and the Long Term Maintenance programme. To be responsible for the development of processes and practices that ensure that projects are delivered in a timely fashion and represent value for money, including where necessary the adoption of innovative practices to improve the quality of the service.

Resources Managed

The post holder will manage a small in-house team who will lead on the delivery of projects, consisting of project management and engineering support. To make use of the existing Estates framework to deploy external consultants for specialist services, as required.

The post holder will be responsible for ensuring that a range of projects are delivered within budget. Annual expenditure will vary annually in line with available funding but would ordinarily involve multi-million pound programmes of work.

Main Duties and Responsibilities

- Lead and manage the Project Delivery team to ensure maximum levels of performance.
- Manage and allocate work to ensure that the team can deliver the required quantum of projects, in a timely and cost effective fashion, assigning projects according to the capacity and capability of individuals within the team.
- Oversee the maintenance and updating of the PMO to provide a reliable and informative overview of all projects. Regularly review and identify improvements to the PMO to ensure it meets its objectives as both a source of management information and a reporting tool.
- Appoint external consultants where necessary, either to address unprecedented spikes in demand, or to ensure that specialist skills are added to project teams as and when required.
- Provide professional and expert briefing, programme, procurement and construction advice on all projects assigned to the Project Delivery team. This will include close collaboration with Asset Management and Compliance on the development of technical briefs for Long Term Maintenance projects.
- Provide expert advice to internal clients / end users, translating construction jargon and terminology so that it is understood by colleagues less familiar with the industry.
- Lead the ongoing management and assessment of external contractors and consultants to ensure that the University achieves value for money and high levels of service, and identifies opportunities to be innovative in its practices, capitalising on the expertise of the private sector.





- Assist with the development of agreed Project Strategic Objectives defining time, cost, quality and risk parameters for capital projects. Work with end users to develop project briefs, understand key objectives to enable delivery of projects and manage change throughout the process with both internal and external stakeholders.
- Ensure that all activities are carried out in accordance with the requirements of the University and Divisional health & safety policy statements, procedures and arrangements, and particularly the Health & Safety at Work Regulations and all subordinate legislation.
- Uphold the University's design guides in all projects, and work with the Asset Management and Compliance team to maintain and update design guides in line with the latest sector developments.
- Ensure all projects are delivered in accordance with internal PM procedures, making sure these are regularly updated and maintained in terms of best practice. All works to be compliant with needs of the University / Department / Legal and statutory requirements e.g. Building Regulations approval, Planning Permission etc.
- Support the Estates and Digital Services Senior Management Team in the development of the Physical Environment Strategy, providing construction related advice and expertise where needed.

Internal and External Relationships

Internal

- Daily contact with the Project Delivery team as well as colleagues in Asset Management and Compliance.
- Regular meetings with key internal stakeholders, including project sponsors and senior users, as well as extended members of the delivery team (ITS, Finance, Comms)

External

- Variety of contractors appropriate to the full range of projects (based on value, specialisms etc), at both an operational and Principals level according to need
- External consultants where necessary as part of the extended delivery team
- Local authority and other stakeholders (neighbours, heritage organisations, strategic partners etc) in relation to Town and Country Planning matters or other aspects of a project

Planning and Organising

- The post holder will be required to have an advanced ability to plan and organise complex programmes of work as well as individual projects
- The post holder will need to be able to plan and allocate work to others
- The post holder will need to be able to bring together project teams comprising internal and external resource and manage appointments, budgets and workloads accordingly





Qualifications, Knowledge and Experience

Essential

- Educated to degree level*
- Chartered in a relevant professional body e.g. RIBA, RICS, CIBSE*
- Experience of managing complex programmes of works*
- Experience of taking projects from initial briefing stage through all RIBA work stages to a high quality end product that meets the needs of the client*
- Demonstrable experience balancing cost, programme and quality in the successful delivery of projects*
- Experience of managing teams comprising internal and external resource, to deliver successful projects*
- Demonstrable experience of getting the best out of contractors of all sizes and specialisms*

Desirable

- Experience of risk management including the maintenance of a cost based risk register
- Strong awareness of Health and Safety policies and procedures relating to construction projects

****Criteria to be used to shortlist candidates for interview***

Skills, Abilities and Competencies

Essential

- Inter personal skills to relate to all levels of staff.
- Confident in presenting effective written reports and presentations.
- Able to manage a busy workload and prioritize tasks.
- An appreciation of health & safety concerns related to the post.
- Ability to plan ahead to ensure goals, objectives and strategies are met.
- Ability to work on own initiative, be self-motivated and proactive.
- Willingness to work flexibly, as and when required.
- IT literate with the ability to provide reports, produce presentation material and information for web publication.

****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.





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.

Equality and Diversity

We believe that equality, 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.

