



**Job Title:** Building Surveyor (Project Manager)  
**Grade:** 7  
**Salary:** £35,326 - £40,927 per annum  
**Department:** Projects and Planning Estates and Campus Services Division  
**Hours/Contract:** Full time, permanent  
**Job Family:** Management and administration  
**Reference:** 3942

**Role Purpose**

To design and manage small – medium maintenance and minor works projects and assist in the delivery of major capital projects. Duties to include management of, and liaison with University end users/clients, consultants, approving authorities, contractors and contracts; and delivery of projects to the agreed timescale, quality and budget.

**Resources Managed**

- Total value of contracts to be managed: potentially up to £1m
- Number of projects managed – typically 5-10 at any time

**Main Duties and Responsibilities**

- Discuss with departments their scheme requirements in order to formulate, agree and sign off a detailed brief.
- Prepare preliminary proposals and schedules of work for costing and discussions with the end user department and planners (or other approving bodies). Costings generally to be undertaken by the in-house Quantity Surveyor but on smaller schemes would be prepared as part of this role.
- Prepare drawing packages, schedules and specifications for planning and building regulation submissions and for tender and construction purposes which are fully compliant with the project brief, planning legislation, listed building legislation, building regulations, health and safety legislation and all relevant construction industry standards.
- Work with the in-house Quantity Surveyor to prepare all tender documents, review tenders received, and prepare all contract documents; and on simpler projects, undertake these duties without the assistance of the in-house Quantity Surveyor.
- Manage maintenance and minor works projects (up to an approximate value of £1m) within the University’s Capital, Minor Works and Long Term Planned Maintenance programmes, including assisting in the management of larger capital projects within the above work programmes.
- Manage the construction phase of projects through to completion, to include organising/chairing and preparation of minutes of meetings, maintenance of the risk register, site inspections, issuing certificates/instructions, snagging.





- Manage projects in accordance with Estates' standard operational and financial procedures, including the OJEU procurement process for professional services, construction activities and ancillary equipment/goods to comply with European legislation and fiscal probity.
- Assist/monitor the health and safety impact of projects before, during and at completion to ensure a safe working environment is provided for all concerned and that the University implements procedures to manage risks and complies with its obligations.
- Other duties as requested or required by the Director of Estates or his management team, to include working with other areas of the university to develop new/improved processes and supporting systems.

#### Internal and External Relationships

- Responsible to the Director of Projects & Planning.
- Internal Project Managers, Head of Section, Academic and Administrative Colleagues on a daily basis to ensure projects progress.
- External/Internal designers, and contractors, on a daily basis.
- Local Authority/Statutory bodies to ensure compliance.

#### Planning and Organising

- The role will involve designing and managing multiple projects of significant financial value. Good planning, organisational and programming skills are therefore required.
- A good understanding of the project development process, project management and construction methodologies will be essential.
- Willingness to work flexibly, as and when required.

#### Qualifications, Knowledge and Experience

##### Essential

- Professionally qualified, a minimum of HNC in construction or engineering related discipline or equivalent\*
- Experience of the preparation of comprehensive working drawings
- Experience of AutoCAD
- Significant experience of minor works and large maintenance projects, preferably in the public sector\*
- Evidence of deep understanding of the construction process, project briefing, project procedures\*

##### Desirable

- Professionally qualified (RICS/CIOB/BIAT/RIBA/APM)\* or working towards a professional qualification
- Experience of working in Higher Education or the public sector
- PRINCE2 Practitioner qualification

#### Skills, Abilities and Competencies

##### Essential





- Strong customer focus
- High level of planning and organisation skills
- Good negotiating skills and political awareness
- High level of attention to detail
- Good written and oral communication skills
- Self-motivated and tenacious, able to manage their own workload and achieve results
- Design and contract management of refurbishment, alterations, extensions and major maintenance works projects
- Demonstrable understanding of relevant legislation and its impact on the University sector including Planning and Listed Building Consents, Building Regulations and Health and Safety

**Desirable**

- IT literate in MS Word, Excel, PowerPoint and Project (or equivalent programming software)

***\*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.

