



Job Title: Project Manager
Grade: 8
Salary: £44,045 - £49,553 per annum
Department: Asset Management and Compliance, Estates and Digital Services
Hours/Contract: Full time, permanent
Job Family: Management and Administration
Reference: 3827

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 post occupancy evaluation, and may consist of Long Term Maintenance (LTM), minor works and major projects. In the short to medium term, the primary focus is likely to be on LTM and this post would therefore suit someone with a passion for, and experience in, projects with a mechanical and electrical bias.

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 brief, assisting in the development of business case and investment appraisals, 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.

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 £250k - £5m, with the predominance of projects towards the bottom to middle of the range.

Main Duties and Responsibilities

- Take responsibility for planning, implementing and delivering capital and revenue projects, spanning Long Term Maintenance, minor works and major projects. Provide a single point of responsibility for those projects and be accountable for successful attainment of project objectives.
- Establish appropriate procurement strategies that consider both short and long term objectives, complying with University policy, European legislation.
- 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 project governance procedures.

- Effectively communicate and negotiate to obtain necessary internal and external approvals, engaging with key stakeholders that will include senior academic staff, estate departments and statutory bodies.
- Manage and maintain budget control of individual projects and multi-project programmes in line with the approved budget. Take any necessary steps to ensure costs do not exceed budget and project risk is evaluated and controlled throughout all key stages of the project(s) lifecycle.
- Proactively contribute to identifying, establishing, implementing and embedding quality driven best practice principals and 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. Ensure the University 'Soft Landings / Countdown' strategy fully satisfies University requirements and delivers the level of quality required.

Internal and External Relationships

- Internal clients - Colleagues in Asset Management and Compliance, in the delivery of LTM projects; colleagues from academic Colleges or Professional Services Divisions
- External/Internal professional service providers (consultants); Project Managers, designers, engineers and contractors, on a daily basis.
- Contribute to University Committees when appropriate.
- 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.
- Develop 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 (RICS/MCIOB/RIBA/APM)*
- Substantial experience in a similar or related roles*
- Thorough understanding of the construction process, project development throughout the life cycle and project procedures*
- Experience of managing projects of various sizes, up to £5m*
- Experience of managing principal contractors and external consultant service providers*
- Experience of stakeholder engagement within similar large organisation

Desirable

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

Skills, Abilities and Competencies

Essential

- High level planning and organisation skills*
- Solid stakeholder engagement ability*
- Strong commercial awareness, in particular associated with delivering construction projects*
- Strong negotiating skills and political awareness*
- Experience of managing large project teams*
- Experience of contract administration (JCT, NEC)*
- High level of attention to detail
- Strong written and oral communication skills
- Self-motivated and tenacious, able to manage their own workload and achieve results

Desirable

- IT literate in MS Word, Excel, PowerPoint, and Project Planning/Programming software (MSP, Asta)*
- Experience of various forms of construction works contracts (JCT, NEC etc).*

****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.

