

JOB DESCRIPTION

Project Manager – Capital Development



HARROW
SCHOOL

DEPARTMENT	Estates
REPORTS TO	Director of Premises
RESPONSIBLE FOR	Designated consultants and contractors
WORKING PATTERN	3 days a week, fixed-term for the duration of the project (this position will be based on site)
ISSUE/REVISION DATE	November 2024

BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, unifying purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

Harrow School's 324-acre estate comprises approximately 150 buildings, 70 acres of woodlands and gardens, a 60-acre farm and 120 acres of sports fields including a nine-hole golf course.

The estate is spread over several conservation areas and many of the buildings are of historical importance and/or listed. The estate also embraces large areas of Metropolitan Open Land, and an area listed in the Register of Historic Parks and Gardens, having originally been landscaped by Capability Brown.

THE ROLE

Working under the direction of the Governor-led Project Development Steering Group and reporting to the Director of Premises, the Project Manager will work client side and has responsibility for the project management of the construction of the School's new Sports Centre and associated projects/landscaping.

The Project Manager's responsibilities span a broad spectrum, covering all the areas of project management including - project planning, procurement, financial planning, cost and risk management, time management, quality management, change control, contract administration, safety management and liaison with fundraising development office as well as users.

In essence, the Project Manager acts as the backbone of the entire programme. It is a position requiring complete and thorough technical knowledge of the construction process coupled with a focus on programme cost, quality and timely delivery.

The post holder is expected to work proactively with Estates Department managers, external consultants and contractors to manage the project to a high standard

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

The School has in place an external project management team, Gardiner & Theobald (G&T), and the post holder will be expected to take the lead in holding the project managers to account and liaising with the design team and wider contractors. There will also be a need to constructively and proactively engage with external stakeholders and the wider community.

Main duties and responsibilities

- Report to, and work in partnership with the Director of Premises to deliver the new Sports Centre.
- Manage consultants and works with G&T to ensure the construction programme, targets and method statements are realistic and that risk is managed appropriately.
- Manage the project strategy and design development stage, enabling the School to make informed choices in balancing their objectives within the project's constraints and risk management regime.
- To oversee the design brief, liaising with key School stakeholder architects, cost consultants, other specialists, the local planning authority, and contractors, etc.
- Monitor the progress of the design and construction activities on a regular basis and hold regular update meetings with all the teams, including with Governor Steering Committee.
- Ensure the project and its contractors complies with all regulatory requirements, in particular Health&Safety, environmental, safeguarding and quality procedures and maintain necessary co-ordination with statutory authorities.
- Liaise with the Bursar, G&T, the QS and the School finance department about the project budget, including managing the budget, preparation of cash flow analysis, tracking costs and minimising exposure to risk.
- Maintain effective change control processes and positive relationships with contractors, the design team and internally ensuring appropriate and timely communication.
- Oversee commissioning, agree completion, settle final accounts and ensure a smooth transition of the project through to ongoing school management.
- Organise handovers along with programmes of staff training, planned maintenance and facilities management.
- Oversee design development ensuring compliance with the brief, monitoring buildability, technical design and quality through regular meetings with the design team
- On expiry of the Defects Liability Period ensure the design team carry out an inspection for, and notify the contractor of, any defects requiring attention prior to release of retentions.
- Ensure all contracts and paperwork are robust, fit for purpose and complied with.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding policies and procedures at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Designated Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team.

PERSON SPECIFICATION – Project Manager (Sports Centre)

Post-holders/candidates will be expected to demonstrate the following:

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- Construction related degree or qualification

DESIRABLE

- Health and Safety qualification
- Project Management qualification
- CSCS card holder
- Professionally qualified

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Project management (client side) skills in medium large sized construction projects
- Demonstrable experience in financial and budget management
- Experience managing, organising and motivating multi-disciplinary teams, including successfully managing change
- Proven ability to chair, present at and contribute to meetings (both orally and through high quality written reports)
- Demonstrable experience and knowledge of contract and tender procedures
- Proven experience of delivering projects through the entire project lifecycle from inception through to completion
- Knowledge of construction contracts and professional team appointments
- Experience working with Planned & Preventative Maintenance schedules/ strategies
- A strong working knowledge of health and safety legislation within the context of capital project developments
- Thorough and demonstrable understanding of Health & Safety, able to lead the School and contractors in developing a rigorous and compliant approach to safety
- Advanced IT skills with the ability to use and manage ICT systems and resources effectively

DESIRABLE

- Previous experience of working in an educational setting

SKILLS AND ABILITIES

ESSENTIAL

- An excellent communicator, both in writing and orally, who can inspire trust and get the best out of people
- Able to formulate ideas and solutions and present them effectively – a problem solver
- High level decision-making skills, willing to take difficult decisions
- Diplomatic, able to persuade, negotiate and influence others – leads by example
- Able to work under pressure, managing competing priorities and producing and delivering pragmatic solutions
- Able to respond flexibly and adapt to changing and challenging circumstances
- Committed to continuous self-development

SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.