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**TITLE:** Project Manager (Business School)

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**GRADE:** Scale 9

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**RESPONSIBLE TO:** Group Curriculum Director – Business

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**PURPOSE OF JOB:**

- To assist in the planning, supervision and delivery of the development of the Business School, to include, construction projects surrounding its development.

**MAIN TASKS AND RESPONSIBILITIES:**

**1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other staff:**

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

## **3. Project Management:**

- 3.1 To supervise external consultant teams, assisting and deputising for the Group Curriculum Director - Business as and when required. Working closely with the Estates Department to facilitate a collaborative approach.
- 3.2 Prepare Project Programmes and monitoring progress of KPIs against the development of the Business School throughout the project.
- 3.3 To ensure programmes within the Business School project are delivered on time according to requirements and without exceeding budget.
- 3.4 Prepare Risk Registers – identifying and managing risks throughout the project.
- 3.5 To develop, in liaison with the Director and office procedures for project / briefing, design development and contract / financial control, implementation and handover.
- 3.6 To prepare and submit regular reports on progress against the Business School Project, budgets and brief objectives.
- 3.7 Assist in the preparation of accommodation studies, budget costing, feasibility studies etc.
- 3.8 To prepare a preliminary design brief and specification of client requirements, including constraints, programme information and accommodations needs and relationships.
- 3.9 To prepare necessary contractual documentation. (JCT contract for minor works).
- 3.10 At all stages of the project ensure that adequate mechanisms are in place for effective project cost control and that internal and external project management and control procedures are followed.
- 3.11 To arrange the selection and preparation of detailed furniture and equipment schedules monitoring progress, finances and delivery.

- 3.12 Carry out regular site inspections with the Project Team ensuring site safety is the number one priority along with workmanship, quality and adherence to programme; carry out pre-handover inspections.
- 3.13 Facilitate engagement with Facilities & Infrastructure teams through project design, delivery and handover.
- 3.14 Assist in the preparation, monitoring and updating of NCC design and installation standards and ensure that such standards are observed for all projects.
- 3.15 Ensure that all statutory requirements are complied with.
- 3.16 Maintain an awareness and understanding of environmental, sustainability, Health, Safety and Welfare standards and procedures including those set down by UCL and ensure that they are complied with through internal and external teams.
- 3.17 Prepare and monitor programmes of works to ensure that works are completed in accordance with programme and within agreed cost limits. Proactively manage and resolve any under-performance issues that may arise.
- 3.18 Prepare and monitor snagging lists / actioning accordingly, working alongside contractors and agents.

#### **4. Managing Finance:**

- 4.1 To provide the Project Management function for major construction projects – The Business School – working with the Estates team, faculty and service areas and professional advisors to develop guiding principles and specifications. To ensure value for money in all of these activities.
- 4.2 To ensure that all procurement is carried out in accordance with NCC financial and purchasing policies including OJEU.
- 4.3 Working with internal and external stakeholders:
- 4.4 To clearly articulate and manage project risk including the development of contingency plans.
- 4.6 To ensure the implementation of training and development programmes for relevant Estates staff to manage post construction phase delivery.
- 4.7 To conduct project evaluations and embed continuous improvement programmes for major projects from lessons learnt.

#### **5. Managing Information:**

- 5.1 To prepare reports, statistics and other information for internal use and for the Education and Skills Funding Agency and other external bodies as required.

- 5.2 To prepare funding bids for major construction projects, as appropriate, to the Education and Skills Funding Agency and other bodies.
- 5.3 To preparation of oral and written reports for internal and external needs, including the Corporation and its committees as and when required.
- 5.4 To produce management information to measure performance against internally/externally agreed performance indicators.

## **6. Person Specification:**

- 6.1 Extensive project management experience and a proven ability to apply this within a public service setting on major construction projects within a large, complex, occupied estate involving a wide range of building types and stakeholders.
- 6.2 A strong technical knowledge of UK building construction. Technical knowledge of refurbishments of existing buildings and occupied buildings would be an advantage. An appropriate qualification in Project management, or a relevant technical construction discipline and educated to degree level.
- 6.3 A practical knowledge and application of statutory regulations relating to Planning Acts, Building Regulations, Health & Safety at Work Act and Construction Design Management Regulations.
- 6.4 Experience of procurement and management, including monitoring and reporting of construction related contracts. Setting of KPIs and SLAs and writing schedules for these construction based contracts.
- 6.5 Excellent oral and written communication, negotiation, influencing, problem-solving, numerical and presentation skills.
- 6.6 Experience of successful budget construction, management and budgetary control.
- 6.7 Excellent organisational skills, including time management, progress chasing, project management and the ability to meet deadlines.
- 6.8 Significant experience of managing professional advisor teams within construction projects.
- 6.9 The ability to work successfully within a team and target-setting culture. Track record in forming and developing successful teams.
- 6.10 Good levels of personal IT use and relevant programmes such as AutoCAD and MS Project.
- 6.11 The ability to contribute to the long-term strategic development of the College.

6.12 An understanding of, and commitment to, equality and diversity policies and practical ideas for its implementation through the scope of the post.

**Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.