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| **JOB DESCRIPTION** | | | |
| **Post Title** | Senior Property Surveyor/ Project Manager – **Building** | **Ref** | S403 |
| **Grade** | Circa £40K | **SCP** |  |
| **Location** | various | **Dept.** | Building and Estates |

**Responsible to:** Director of Estates, Health & Safety Compliance

**Statement of Purpose**

To efficiently and effectively manage multiple building projects identified in new and existing educational sites, which include a wide range of school settings and conditions (e.g. Special Schools, Primary Schools, and High Schools).

You will ensure that the planning and delivery of a portfolio of projects are completed to client satisfaction and in accordance with appropriate compliance standards.

**Organisational Support (**this list is not exhaustive and should reflect the ethos of the Trust)

* May involve virtual line management of a team of site supervisors.
* Will involve the management of contractors, consulting agencies and site workers delivering on specific building/site or facilities contracts.
* Will involve working alongside and in conjunction with the Director of Estates, Health & Safety Compliance and site maintenance teams within identified organisational premises.
* Will provide regular project updates to senior leaders within Shaw Education Trust and the schools in relation to project development and delivery.
* Will assist in the data capture and formulation of the Trust’s Property Asset Management Plan

**Support Project Management**

* Will be responsible for defining, planning, managing and delivering assigned projects to meet both client and organisational requirements, delivered within agreed budgets and timescales.
* Will provide single point accountability and reporting responsibility on assigned projects.
* Will direct and liaise with a range of clients and contractors on assigned projects and assume responsibility in the absence of the Director of Estates, Health & Safety Compliance.
* Take responsibility for the successful delivery of projects to cost, schedule and quality.
* Develop and maintain project schedules by monitoring project progress, coordinating activities and resolving problems to ensure technical objectives are met.
* Management of the technical aspects of design, procurement, implementation and close-out of project activities.
* Monitoring and reporting of project performance for schedule, technical, financial and quality objectives.
* Clearly communicate expectations, milestones, risks, status and changes in scope to the Director of Estates, Health & Safety Compliance, team members, stakeholders and project sponsors
* Maintaining customer and supplier relationships and ensuring regular communication and managing expectations
* Management of project change to achieve project objectives
* Identify, track and mitigate project risk and realise opportunities to enhance project performance
* Be responsible for compliance with corporate governance and management of health & safety to the appropriate standards.

**Support Building Management**

* Ensure all heating plant and equipment is efficiently and effectively operated in line with regulations and standards.
* Responsible for supporting and advising on the security of the premises and its contents.
* Provide advice to senior management in relation to fire safety and evacuation procedures.
* To act as technical advisor to Academies site teams, providing guidance and advice relating to property matters.
* Ensure appropriate safety checks in accordance with relevant regulations and guidelines are undertaken.
* Undertake risk assessments in accordance with specific and assigned projects and as necessary.
* Manage as directed minor and major repairs at identified premises within the Trust.

**Support Facilities Management**

* Assist with the implementation of a regional health & safety program.
* Undertake, where necessary, Property Condition Surveys in order to support the Trusts Strategic Asset Management Plan and Academies local investment priorities.
* Advise, support and engage the site leadership team on H&S and Property matters.
* Assist in the delivery and roll out of a Premises / Health & Safety leadership training to the site management team.
* Assist the Trust and Academies in the adherence of their statutory duties in relation to Property and H&S legislation including, Construction Design Management Regulations, Control of Asbestos Regulations, Gas Regulations, Electricity at Work Act, The Regulatory Reform (Fire Safety) Order, The Control of Legionella Bacteria (L8).
* Implement risk management programs and control measures to reduce accident rates.
* Responsible for allocated property strategy within the Trust.
* Manage and direct meetings in relation to building stock as required.

**Support Financial Management**

* Responsible for relevant and allocated budgets in line with projects managed
* Responsible for ensuring the financial regulations are adhered to in relation to building and premises works are undertaken.
* Responsible for ensuring that quotations and estimates are dealt with in accordance with appropriate financial guidance.

**Additional Responsibilities**

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, support and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the Trust.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.



**PERSON SPECIFICATION**

**Qualifications/Training**

* Degree **or** equivalent qualification or experience in **Building Services discipline**.
* Project management qualification or experience (ideally qualified to PRINCE 2 and APM)
* IOSH/NEBOSH qualified

**Experience**

* Experience in construction/building, and refurbishment of facilities.
* Experience of managing minor and major repair of buildings.
* Experience of a broad range property related legislation and best practice guidance including those related to; Asbestos, Legionella, Fire Safety, CDM, Electrical Safety, Gas Safety. Experience of working within busy and occupied school environments.

**Knowledge/Skills**

* Ability to think logically and problem solve both in initial planning and as the need arises during the project life cycle.
* The ability to apply good project management governance with the practical application of project management tools and techniques.
* Demonstrable knowledge of The Health and Safety at Work Act and The Health and Safety Management Regulations.
* Experience in managing multiple projects and a varied workload.
* Ability to think logically and problem solve in both initial planning and as the need arises during the project life cycle.
* Awareness of the difficulties of working within a busy environment and the unique challenges which this presents.
* Ability and experience to apply good project management governance with the practical application of project management tools and techniques.
* Understanding of statutory requirements, current regulations and approved codes of practice relating to buildings and facilities
* Ability to manage budgets and interpret financial information
* Excellent stakeholder management skills and able to collaborate with key stakeholders including colleagues, suppliers and clients
* Understanding of contract management and procurement routes.
* Good IT skills, proficient in Word, Excel and PowerPoint, with experience of Microsoft Project

**Behavioural Attributes**

* Identifies the service needs of the Trust, school, pupils, parents, the community and other stakeholders by proactively gathering feedback to ensure own service delivers the diverse needs of its customers and encourage social inclusion.
* Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are delivered.
* Anticipates the need for change and proactively introduces systems to ease and support transition.
* Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting others through the change process.
* Creates a sense of self belief and pride in others about what the school is setting out to achieve.
* Ensures team is focused on the contribution they must make.
* Handles sensitive issues constructively to resolve conflict.
* Manages demanding workloads and meet commitments
* Ensures relevant teams receive sufficient resources to deliver against objectives.
* Manages performance robustly within an inclusive working environment that values everyone’s contribution, coaches others in developing and maintaining effective relationships and team working.
* Overcomes obstacles to achieve team’s objectives.
* Takes considered risks using initiative and flexibility to deliver.
* Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring.
* Promotes a culture of trust, where honest and constructive feedback is sought and given.
* Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success.