

JOB DESCRIPTION

TITLE: Capital Projects Programme Manager

GRADE: Management Spine

RESPONSIBLE TO: Group Director of Development and Capital Projects

PURPOSE OF JOB:

The Capital Projects Programme Manager will play a critical senior administrative leadership role in the delivery and oversight of New City College's multi-site capital development programme. This includes managing the governance framework, ensuring legal and regulatory compliance, leading procurement activities, overseeing the Project Management Office (PMO), and providing strategic administrative support to project boards and other key stakeholders.

The postholder will ensure that projects are delivered in accordance with statutory obligations, College policies, and best practice in public sector project delivery.

MAIN TASKS AND RESPONSIBILITIES:

1 Managing Strategy

- 1.1 Lead the development and ongoing maintenance of the capital programme governance framework, ensuring it is fit for purpose and aligned with New City College's strategic objectives.
- 1.2 Ensure governance, assurance, and reporting arrangements support effective oversight of capital projects and long-term estate development.
- 1.3 Support strategic planning through the preparation of dashboards, performance indicators, and management reports to inform senior decision-making.
- 1.4 Contribute to the continuous improvement of programme governance, project management processes, tools, and templates across the capital projects portfolio.

2 Managing Operations

- 2.1 Manage and lead the Project Management Office (PMO), ensuring high standards of project reporting, documentation, change control, and operational consistency across all capital projects.

- 2.2 Act as Secretary to Programme and Project Boards, coordinating meeting requests, preparing agendas and papers, maintaining action logs, and ensuring accurate formal records are produced and retained.
- 2.3 Coordinate and manage the day-to-day administrative and operational functions of the capital programme, supporting projects from initiation through to completion.
- 2.4 Organise and facilitate internal and external meetings, including programme boards, steering groups, stakeholder consultations, and project status reviews, ensuring effective communication and follow-up actions.
- 2.5 Liaise with internal teams, external consultants, contractors, and third-party stakeholders to ensure operational processes are effectively managed and deadlines are met.

3 Managing Finances

- 3.1 Support the financial management of the capital programme by working with the Finance Officer and finance teams to ensure accurate invoicing, financial reporting, and budget monitoring.
- 3.2 Lead procurement activities for the Development and Capital Projects team in compliance with the Public Contracts Regulations 2015 and New City College financial regulations.
- 3.3 Manage tendering processes, contractor appointments, and the preparation of specifications and contract documentation.
- 3.4 Provide assurance to senior stakeholders on project budgets, expenditure, risks, and deliverables through timely and accurate reporting.
- 3.5 Support the preparation and submission of funding requests and financial documentation to external funding bodies, ensuring compliance with funding conditions and deadlines.

4 Managing Information

- 4.1 Maintain a centralised, accurate, and auditable repository of all capital programme information, including project documentation, governance records, contracts, risk registers, correspondence, and approvals.
- 4.2 Ensure high standards of information management, document control, version control, and data accuracy in line with College policies and data protection requirements.
- 4.3 Maintain project trackers, risk registers, and the contract register, ensuring information is current, complete, and accessible for reporting, audit, and assurance purposes.

- 4.4 Oversee the production, quality, and timely submission of board papers, reports, dashboards, and performance information.
- 4.5 Coordinate the preparation and submission of documentation for planning applications, regulatory submissions, statutory returns, and external funding requirements.
- 4.6 Provide information and documentation to support internal and external audits, reviews, and assessments of capital projects.
- 4.7 Liaise with legal advisers, regulators, and external authorities as required, ensuring information is accurate and supports legal and statutory compliance.

5 Managing People

- 5.1 Be responsible for the line management, support, supervision, and professional development review of designated staff, setting and monitoring performance and financial targets as appropriate.
- 5.2 Lead the recruitment and selection of staff across campuses for the area of responsibility and the designation of roles and duties.
- 5.3 Ensure that all new staff receive appropriate induction in accordance with College policy.
- 5.4 Identify staff training and development needs and ensure these align with strategic and operational priorities.
- 5.5 Support and develop effective cross-campus working, ensuring the sharing of good practice and consistent approaches.

6 In common with all other staff

- 6.1 Support the College's mission, vision, values, and strategic objectives.
- 6.2 Implement the College's Equality and Diversity policies and actively work to overcome discrimination on all protected characteristics.
- 6.3 Take responsibility for personal professional development and participate in relevant internal and external activities.
- 6.4 Implement the College's safeguarding policies and practices.
- 6.5 Fulfil health and safety responsibilities in line with the College's Health and Safety policy.

- 6.6 Contribute to the College's commitment to continuous improvement through quality assurance systems.
- 6.7 Ensure data is handled in line with General Data Protection Regulations.

7. Person Specification: (E=Essential D=Desirable)

- 7.1 Educated to degree level or above. (E)
- 7.2 Demonstrable experience in managing governance and administrative functions for major development, capital, or infrastructure programmes, ideally in the public or education sector. (E)
- 7.3 Strong understanding of UK public procurement law, project governance, and statutory compliance relevant to capital works. (E)
- 7.4 Proven experience in managing PMO functions and leading administrative project support in a complex organisational environment. (E)
- 7.5 Excellent communication and stakeholder engagement skills, including board-level interaction. (E)
- 7.6 Exceptional organisational skills, attention to detail, and the ability to manage multiple priorities under tight deadlines. (E)
- 7.7 A recognised qualification in project management (e.g. PRINCE2, MSP, APM). (D)
- 7.8 Experience working within the Further or Higher Education sector. (D)
- 7.9 Familiarity with GLA, ESFA, or DfE capital funding mechanisms and reporting requirements. (D)

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.

The role is office based at the NCC Hackney Campus, with some travel to other College campuses as required.

This role may occasionally require weekend or evening working to support Board or Committee meetings or other NCC events.