

JOB DESCRIPTION

Project Manager



HARROW
SCHOOL

DEPARTMENT	Estates
REPORTS TO	Head of Capital Development
RESPONSIBLE FOR	Designated consultants and contractors
WORKING PATTERN	Full-time/full-year fixed-term contract (your employment contract will give full details)
ISSUE/REVISION DATE	November 2020

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 Harrow School estate will require significant investment over the coming years to ensure Harrow continues to provide its pupils with an academic and pastoral experience that is world class. To this end, an Estates Master Plan has been developed, which sets out an investment plan that will exceed £100m over the next 15–20 years.

The Master Plan is a multiphase, site-wide development of the School estate including, but not limited to, a new sports centre and science block. Other major refurbishment projects will be necessary for existing, heritage and listed buildings, including the current Science Schools.

THE ROLE

We are recruiting for two new Project Manager positions, fixed until 31 August 2024 with the option to extend by one or two years, depending upon the PM resources needs. The successful candidates will have a unique opportunity to be part of an exciting period of change, supporting the School in delivering a range of interesting and challenging projects.

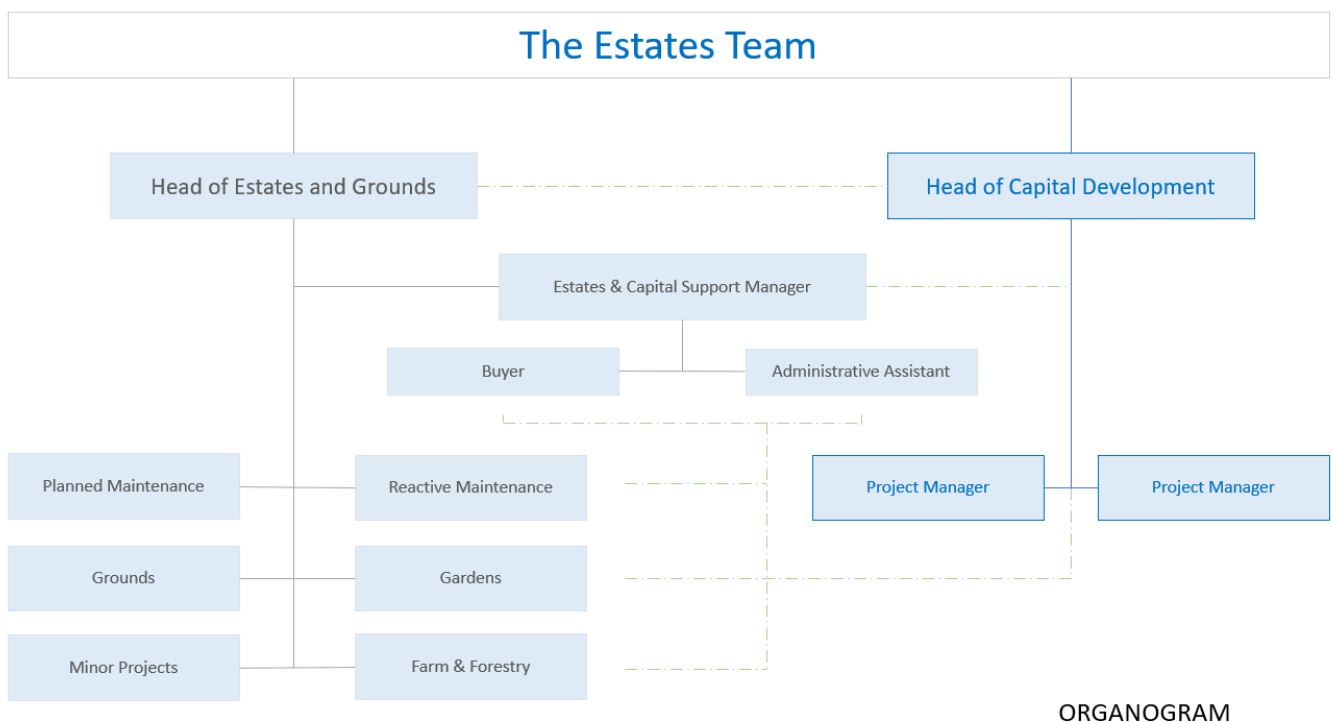
The Estates Department

The Estates Department comprises nearly 40 staff members and provides an important and vital role keeping the School estate maintained and operational while delivering important improvements through a range of capital projects which form part of the Estate Master Plan.

The Estates Department is split in two primary functions: Estates and Grounds and Capital Development. The Head of Estates and Grounds is responsible for building and grounds' maintenance and the Head of Capital Development is responsible for the successful delivery of all major capital projects.

Harrow School has an ambitious capital development programme and we are recruiting two Project Managers who, along with the Head of Capital Development, will be responsible for the successful delivery of the School's estate development priorities including Harrow 450 and the Estates Master Plan.

Reporting to the Head of Capital Development each Project Manager will lead or support the delivery of a range of projects, managing consultants and contractors delivering the School's capital development and construction programme, within agreed financial and programme parameters. Assistance and support will be provided by the Estates & Capital Support Manager.



ORGANOGRAM

Major Estates development priorities and the Master Plan

Of key strategic importance, the primary aim of the School estates development programme and Master Plan is to ensure that the School maintains and, wherever possible, enhances its international reputation as an outstanding centre of education and, in that context, to manage and retain its historic conservation and landscape setting.

New development and refurbishment of existing School buildings will be focused on the improvement and expansion of key School facilities including:

- New, modern classrooms for Biology and Chemistry;
- A replacement sports centre and enhanced sports facilities;
- Refurbishment of important existing buildings including Old Schools, Speech Room and the Shepherd Churchill Building;
- A new Drama Studio through extension of the Ryan Theatre; and
- A rolling programme of substantial improvements to the boarding Houses.

In addition, the Master Plan seeks to:

- Create a 'landscaped core' at the centre of the School to assist with improving security of the wider estate and enhance the overall landscape;
- Reduce the dominance of motor vehicles and improve pedestrian safety and the use of the High Street through the improvements to the street environment;
- Adopt a sensitive approach to landscaping in an historic setting to bring both new and established buildings together within a campus environment;
- Create convenient and safe routes for boys and servicing around the core of the School, between boarding Houses and academic departments, and to the various sports facilities; and
- Provide an attractive new location for the Admissions Office in the heart of the School, with parking close by for the benefit of prospective parents and other important visitors.

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.

To ensure the successful delivery of the School's estate development priorities including the Master Plan, the Project Manager will report to the Head of Capital Development and assume project-management responsibility for designated projects delivered within agreed financial and programme parameters.

Main duties and responsibilities

- Be responsible for operational delivery, performance standards and regulatory compliance in relation to the capital development and construction programme, designed by consultants and delivered by contractors.
- Simultaneously manage a variety of different projects across the estate, including the supervision of site-wide logistics for all capital projects, in close liaison with the Head of Capital Development, Head of Estates and Grounds and Head of Security.
- Provide advice and support, including relevant management information and performance reports for projects, to substantiate the performance of all aspects of the capital programme.
- Support the Head of Capital Development by providing technical advice and support to the Estates team to ensure that all areas of the service adopt a consistent and technically sound approach to maintaining and developing the School estate. Take an active role in developing and following our standards, PM processes and procedures.
- Project manage all relevant operations and maintain cost controls by determining an overall programme of works (including design, procurement, construction and commissioning).
- Prepare project briefs, select and commission consultants. In conjunction with consultants produce feasibility studies ensuring that they reflect and demonstrate an understanding of the strategic and operational priorities.
- Select, appoint, lead and manage consultants through a series of RIBA design stages. Undertake contractor pre-qualification, selection and appointment; thereafter, devise realistic targets and the requisite control systems, monitor progress and chair project team meetings.
- Take responsibility for producing and managing project briefs, risk registers, project programmes and project budgets, with support from external consultants as necessary.
- Build and maintain a positive working relationship with all internal stakeholders, consultants and contractors to ensure an integrated approach to delivery of capital projects.
- Oversee design development, ensuring compliance with the brief, consideration of business-as-usual activities, timely delivery, value for money and high quality technical design, meeting key project goals. This will be achieved with the support of external consultants and key internal and external consultants including the local authority.
- Deliver high standards of quality and drive a 'right first time' culture.
- Liaise with the Head of Estates and Grounds to ensure that all planned works (including smaller projects) that are necessary for the general upkeep of the Harrow estate are efficiently co-ordinated with the capital construction programme (and forthcoming Estates Strategy).
- In conjunction with the design team, arrange all operational tests, full commissioning on completion, ensure the design team undertakes timely issue of practical completion (PC) and accept handover on behalf of the School.
- During the defect rectification period, ensure the design team carries out appropriate inspections and arranges for defects to be remedied to suit the School's operational needs and timetable.
- On expiry of the defects rectification period, ensure the design team carries out a final inspection for, and notifies the contractor of, any defects requiring attention before release of retentions. Complete project close out ensuring the H&S file and O&M manuals are integrated into the estate planned maintenance routine and records.
- Monitor and manage financial performance against targets and forecast annual outcomes, taking appropriate corrective action where required, in liaison with the Head of Capital Development.
- Prepare and provide regular financial updates and cashflows to the Head of Capital Development.
- Interpret and comply with building and planning legislation, regulation and best practice guidance, seeking advice from external consultants as required.
- Ensure that risks relevant to all capital projects are assessed, prioritised and addressed appropriately.

- Ensure all contractors who operate on site are fully compliant with the School's safeguarding and health and safety requirements, and organise the relevant handovers along with programmes of staff training, planned maintenance and facilities management.
- Ensure that the School complies with relevant health and safety legislation in respect of all works connected to capital development/construction and be accountable for all other related legislation and regulatory compliance (including maintaining supporting evidence/records).
- If required, carry out equivalent duties and responsibilities for the John Lyon School's estate development plan.

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

All staff are expected to conduct themselves in line with the School's values, which are **Courage, Honour, Humility** and **Fellowship**.

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

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- Ideally a full member of the RICS/APM or substantially en-route to qualifying

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- At least three years' experience of successfully delivering capital projects in an operationally live environment
- Experience delivering conservation/heritage/listed building projects is highly desirable but not essential
- 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
- A strong working knowledge of health and safety legislation within the context of capital project developments
- Previous experience of working in an educational setting is highly desirable but not essential
- Advanced IT skills with the ability to use and manage ICT systems and resources effectively

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
- High level decision-making skills
- Able to persuade, negotiate and influence others
- 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
- Able and willing to embed the School's values (Courage, Honour, Fellowship and Humility) in all aspects of day-to-day operations
- CSCS card holder

PERSONAL ATTRIBUTES

- Diplomatic, tactful, open-minded and able to work collaboratively
- Demonstrable problem solving skills
- Confident, firm when required and willing to take difficult decisions
- Leads by example, sets high standards and has high expectations
- Committed to continuous self-development