

The Leicestershire College

Job Description

1. Job Details

Job Title:	Capital Projects Manager (fixed term for 2 years)
Department:	Estates
Reporting To:	Head of Estates
Competency Level:	Leadership 1
Hay Grade:	G6/G7
Date of Job Evaluation:	July 2021
Annual Salary (FTE):	Circa £44,962 per annum
Date:	August 2021

2. Job Purpose

The Capital Projects Manager is responsible for assisting the Head of Estates and Vice Principal Finance & Infrastructure in delivering capital projects across the College, coordinating the activities of a capital project to ensure cost, related procurement, programme and quality standards are met.

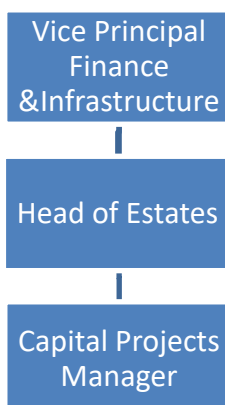
Under the direction of the Head of Estates, the Capital Projects Manager is expected to help manage and coordinate projects from inception to completion, with responsibility for the day to day running of the projects and technical expertise.

The Capital Projects Manager is expected to be hands on, organising and closely managing on site works where appropriate.

3. Dimensions

Role responsible for delivering capital projects such as the T level centre (£2.5m project), Digital Skills centre and similar new buildings or large scale refurbishment projects.

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards..

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

Project Management

- Review project designs in relation to the brief and College standards and provide feedback to external consultants and attend design team meetings as required

- Coordinate external consultant teams and prepare contracts, obtain quotes for specialist consultants and surveys for approval by the Head of Estates
- Organise and supervise surveys and enabling works
- Foster strong relationships with key departments, securing design input and resources where appropriate
- Arrange pre-start meetings with contractors and co-ordinate site activities with on-going College operations
- Monitor and report progress to the Head of Estates throughout the duration of the project, including contractor progress on site
- Manage project costs within limits delegated by the Vice Principal Finance & Infrastructure/Head of Estates
- Track and report project status updates to the Head of Estates.
- Prepare project status updates and reports for the Head of Estates/Vice Principal to report on to the Finance committee
- Draft business cases, design and tender documentation in conjunction with the procurement team.
- Act as the day-do-day point of contact with contractors and consultants, responding to any queries.
- Proactively identify logistical challenges and impact on operations and effectively communicate with relevant stakeholders.
- Provide regular communication updates on progress to relevant stakeholders
- Contribute to problem solving issues and suggest ways to improve projects
- Liaise with local council planning department ensuring conditions and requirements are all met
- Organise, filing, and maintain all current project documents
- Arrange formal handover of projects to the Estates team on completion

Building Surveying/Technical

- Produce specifications for refurbishment projects
- Update College records and drawings
- Provide indicative budget costs for projects

Department

- Input into the strategic development of the College estate
- Input into and operate in accordance with College and department standards, policies and procedures
- Assist the Head of Estates/Vice Principal in the preparation of papers for the Finance Committee and other College meetings as required
- Prepare any detailed aspects on any estates matters for capital bids on behalf of Head of Estates to DFE or other organisations
- Prepare information in support of any capital returns to external and internal stakeholders
- Fulfil other duties as directed by the Head of Estates and commensurate with the role
- To contribute to the business planning process, which includes preparing, implementing, monitoring and reviewing designated strategies, policies and budgets

7. Key Result Areas

Action	Result
Coordinate, organise and closely monitor on site capital project works from main works contractors.	Accurate reporting of progress of works to senior colleagues. Works carried out in line with specification, within budget, within timescales and in a safe manner on site.
Coordinate, appoint and work with external consultant teams, prepare contracts, obtain quotes for specialist consultants and surveys.	Ensuring the College is compliant with all regulations in conjunction with Procurement team, effective team working and ensuring all consultants to a project deliver in line with the College requirements.
Engage with and coordinate capital project activities through input from key stakeholders.	Ensure all stakeholders to a project are consulted and contribute to fit for purpose design development and resource requirements being established. Accurate reporting to other stakeholders of capital works progress.
Support the formation of papers for reporting and returns of progress to DFE/Committee and Executive of projects.	Accurate and high quality reporting of capital project progress ensuring wider governance and project management needs are met.
Prepare costings for projects in conjunction with professional consultants.	All professional team appointments and procurement of contractors and equipment is compliant, achieves value for money, is accurate and is within agreed budget resources.
Work effectively with key departments and the rest of the estates team.	Fostering strong relationships, Effective team working and the meeting of deadlines for all capital projects.

8. Key Working Relationships and Communications

Internal: Working with all Business and Curriculum departments.

External: External Stakeholders (e.g DFE/ESFA/Other funding bodies), Professional consultants, construction contractors, council planning departments.

9. Scope for Impact

Not applicable.

10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Inspires people to reach great heights of performance and success through leadership considering the FREDIE values. Builds and leads effective teams; leverages strengths; promotes and enables effective cross departmental working. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Supports change and supports colleagues in adapting to change. Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. Creates an effective structure for problem solving in team; develops problem solving capability in team. Makes well-judged decisions where there is difficulty or ambiguity; develops decision making capability in team. Manages people and projects effectively and consistently delivers high quality, on time and to budget.
Ensuring Financial Sustainability	Self-Awareness
Justifies expenditure; gets best value for money; contributes to budgeting process. Demonstrates commercial awareness in own work; uses basic business metrics to ensure this.	Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Team or department delivers creative and personalised customer service which shows continuous improvement. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Supports and encourages continuous learning and development of team. Coaches and mentors. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Project Management qualification or equivalent relevant experience	•		Application/ Interview
2.	Relevant RICS qualification or degree	•		Application/ Certificates
3.	RICS Chartered Membership or equivalent	•		Application/ Certificates
4.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
5.	Extensive post-qualification construction experience and project delivery from inception to post occupation, on time and on budget	•		Application
6.	Experience of managing contractors/sub-contractors, design teams and other consultants	•		Application/ Interview
7.	Experience of delivering projects in an operational environment with experience in an educational environment being an advantage		•	Interview
8.	Experience in influencing, engaging, collaborating and negotiating with both internal and external stakeholders of all levels	•		Application/ Interview
9.	Experience of working with BREEAM or other recognised sustainability accreditations		•	Interview
SKILLS & KNOWLEDGE				
10.	Knowledge of building and construction legislation, building regulations and planning regulations	•		Application/ Interview
11.	Knowledge of CDM regulations and health & safety, including risk assessments and method statements	•		Application/ Interview
12.	High level of computer literacy – proficient in the use of Microsoft Office programmes		•	Interview
13.	Excellent communication skills (written and verbal)	•		Interview
14.	Excellent organisational and time management skills	•		Interview
15.	Ability to work quickly and accurately under pressure and to deadlines	•		Application/ Interview
16.	Ability to work flexibly as part of a team	•		Interview
17.	Excellent interpersonal skills with the ability to work with colleagues at all levels across the organisation	•		Interview
BEHAVIOURS				
18.	Self-motivated and able to use own initiative	•		Interview
19.	Commitment to provide excellent customer service	•		Interview
20.	Professional approach	•		Interview
21.	Promote the College's equal opportunities policy and practices	•		Interview
22.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in August 2021 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	