



Capital Projects Manager

Job Description

Area	: Senior Leadership Team
Salary Range	: £62,246 - £70,246 per annum
Hours of Work (Full-time/Part-time)	: Full-time
Line Manager	: Deputy Principal/ Deputy CEO
Responsibility for	: Capital Projects

Main Purpose of Job:

To provide strategic leadership, management and development of Capital Projects to ensure that the provision and services it provides:

- meets the needs of learners, employers and other stakeholders;
- is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- is effective, efficient and provide excellent value for money;
- reflects the vision, mission, aims and values of the College;
- is innovative, developmental and sector leading; and
- promotes a culture of excellence and equality.

The post-holder will be a member of the Senior Leadership Team (SLT) and will work closely with the College Executive Leadership Team (ELT) in the production of the strategic and operational plans.

1. Key Duties and Responsibilities:

- 1.1 To effectively deliver the College's capital build and minor works projects from inception to occupancy and to ensure completion to agreed quality (including impact and functionality), time and cost objectives.
- 1.2 To ensure the College's Property Strategy and Capital programmes have a strategic and operational link to the Planned Maintenance Programme to ensure the College maximises the benefits from a fully co-ordinated approach to the improvement of the Estate.
- 1.3 Provide strategic leadership to the College's drive to net zero:
 - 1.3.1 Develop and implement a Carbon Management Plan.
 - 1.3.2 Identify carbon reduction targets for the short, medium and long term.
- 1.4 Projects:
 - 1.4.1 Ensure that the highest standards of project management are applied to all College building projects, delivering facilities that are fit for purpose, on time, within agreed cost and to the desired standard.
 - 1.4.2 Prepare reports for the College Board, the Executive Leadership Team and key stakeholders as required.

- 1.4.3 Monitor, assess and report on space utilisation and space management in accordance with College requirements to facilitate benchmarking analysis to improve efficiencies and factor this into all project works.
- 1.4.4 Prepare design briefs and schedules of accommodation based on current and future needs considering the funding body space norms.
- 1.4.5 Plan, manage and undertake consultation with all internal and external stakeholders in respect of all building works programmes.
- 1.4.6 Coordinate the tendering and procurement of the projects according to the approved cost, programme and to the correct standard.
- 1.4.7 Coordinate the activities of the project team.
- 1.4.8 Ensure disruption to the delivery of the curriculum is minimised during the lifetime of all projects through effective planning and clear communications.
- 1.4.9 Ensure that all mandatory and legislative procedures are correctly adhered to particularly with respect to health and safety, financial matters, building regulations and disabled access issues.
- 1.4.10 Undertake any required feasibility studies.
- 1.4.11 Work closely with the Deputy Principal/Deputy CEO and Chief Financial Officer to prepare capital applications as required.
- 1.4.12 Ensure that all works and proposals are fully evaluated and comply with LSC or successor body criteria.
- 1.4.13 Ensure that the developers/contractors comply with contract requirements throughout projects.
- 1.4.14 Manage the requirement to ensure all appropriate contract documentation is in place.
- 1.4.15 Work closely with the Chief Financial Officer to prepare and manage risk registers for all projects and action plans to address any risks.

1.5 Post Contract:

- 1.5.1 Ensure all as fitted drawings are available and accessible centrally on the College network.
- 1.5.2 Record faults through the defects liability period and arrange remedial action as necessary.
- 1.5.3 Arrange the necessary inspections and any remedial action at the end of the defective liability period.
- 1.5.4 Liaise with the Chief Financial Officer to supervise the settlement of final accounts.
- 1.5.5 Carry out a Post Project evaluation of the performance of the contractors, consultants and internal processes.

2. **Generic Duties and Responsibilities:**

- 2.1 Promote a culture of innovation, excellence and equality.
- 2.2 Reflect the vision, mission, aims and values of the College.
- 2.3 Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- 2.4 Contribute to the development of and ensure compliance with College policies, procedures and agreements.
- 2.5 Contribute to College strategic and operational management through participation in formal committees and meetings (including SLT), lead working parties and work closely with ELT on resolving College wide challenges.

- 2.6 Contribute actively to the risk management.
- 2.7 Promote and implement the College's strategies on equality, diversity and safeguarding.
- 2.8 Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- 2.9 Be aware of and be responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- 2.10 Network across the UK to seek out outstanding and sector leading practice in both curriculum and functional areas that will ensure the College is at the forefront of innovation and development.
- 2.11 Recognise, celebrate and share best practice across the College to ensure all curriculum and functional areas operate to a consistently outstanding level.
- 2.12 Represent the College externally and develop appropriate business relationships with other organisations and represent the College on regional and national bodies.
- 2.13 Represent the College on School and/or Trust Governing Bodies.
- 2.14 Carry out Duty Manager responsibilities on a rota as part of the duty team.
- 2.15 Undertake such other duties as may reasonably be required commensurate with this grade at any College location.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Capital Projects Manager

Person Specification

*Test = Skills Test/Knowledge Test//Presentation

	Assessment Method					
	Application Form	*Test	Interview / Presentation	Psychometric Testing	Qualification Certificates	References
Education and Qualifications						
<u>Essential</u>						
• Recognised degree and/or professional building services related qualification or ability to demonstrate competency at an equivalent level	✓				✓	
• Evidence of continuing professional development and genuine interest in continuous learning	✓				✓	
• Valid full UK Driving Licence	✓				✓	
<u>Desirable</u>						
• Management qualification	✓				✓	
• Recognised Safeguarding training	✓				✓	
Skills and Experience						
<u>Essential</u>						
• Successful track record of strategic and operational management of large and multiple capital projects.	✓		✓			✓
• Knowledge of strategic accommodation planning processes	✓		✓			✓
• Experience of managing and implementing change programmes.	✓		✓			✓
• A good understanding accommodation management and planning.	✓		✓			✓
• In depth experience of 'project management' within a complex organisation.	✓		✓			✓
• An open leadership style that motivates & inspires others to achieve outstanding results	✓		✓			✓
• Experience of working within large complex organisation	✓		✓			✓
• Substantial experience of leading, developing and contributing to strategic and operational plans	✓		✓			✓
• Clear understanding of how to improve quality of service and evidence of raising standards	✓		✓			✓
• Experience of implementing and monitoring a culture of continuous improvement including an effective performance management process	✓		✓			✓
• Experience of maintaining excellent relationships with trade unions	✓		✓			✓
• Analytical skills with proven ability to use management information to identify issues and opportunities to drive performance.	✓	✓	✓			✓
• Excellent problem-solving skills. Ability to problem solve both operational and strategic issues through a pragmatic and commercially sound approach	✓	✓				✓
• Proven ability to influence a wide range of stakeholders and build and form good relationships with colleagues and other professionals.	✓					✓
• A confident communicator with excellent verbal, written and presentation skills	✓					✓
<u>Desirable</u>						
• Experience of managing and delivering a major FE/HE capital project.	✓		✓			✓
• Experience of strategic and operational management of estates in the education section.	✓		✓			✓

	Assessment Method					
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Personal Attributes						
<u>Essential</u>						
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally) and to translate ideas into actions	✓		✓			
• Proven and demonstrable experience of critical thinking and the ability to apply this to affect change in a fast-paced environment	✓		✓			
• Emotional intelligence, self-awareness and confidence			✓	✓		
• Ability to prioritise and organise workloads, work flexibly to meet deadlines and respond to unplanned situations		✓		✓		
• Able to effectively plan to anticipate problems and plan for worst case scenario and identify and mitigate risks			✓			✓
• The leadership qualities necessary to inspire others to embrace and implement plans with energy and enthusiasm	✓			✓		
• The confidence to challenge existing practices and to lead initiatives for new and efficient use of resources			✓			
• Able to appropriately challenge staff and hold difficult conversations			✓	✓		✓
• Accuracy and attention to detail		✓		✓		
• Excellent organisational skills, ability to prioritise and work effectively under pressure		✓		✓		
• Flexible approach to working	✓	✓	✓	✓		
• Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the College community						
• Commitment to on-going professional development for self and others	✓				✓	
Other requirements for employment						
<u>Essential</u>						
• Enhanced DBS check						

Updated: September 2023