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**Job Description**

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| **Job title:** | **Project Manager** |
| **Department/School:** | **Campus Infrastructure** |
| **Grade:** | **7** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| To manage projects up to £1 million relating to alterations and refurbishments on the University’s estate on or off campus, either owned or leased, mainly linked to the delivery of the Condition Survey and Long-Term Maintenance plan that is funded at £10m per year for 10 years.  The postholder will work closely with Campus Infrastructure colleagues and construction and engineering professionals. They will be responsible for procuring, contracting and delivering services either through in-house labour or through external contractors. |

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| **Source and nature of management provided** |
| Long Term Maintenance and Small Works Project Manager |

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| **Staff management responsibility** |
| Directing and advising internal and external trade staff and contractors |

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| **Special conditions** |
| None. |

| **Main duties and responsibilities** | |
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| **1** | Leading the planning and implementation of projects, ensuring that the University’s safety and project management processes are complied with. |
| **2** | Defining a project’s scope and goals and ensuring that they are agreed and understood by stakeholders. |
| **3** | Planning and scheduling project timelines and delivering within them. |
| **4** | Coordinating project staff including in-house resources, external consultants and contractors/ sub-contractors, procuring (with the University Procurement team) and contracting as necessary. |
| **5** | Resource planning and allocation, including liaison with key stakeholders. |
| **6** | Familiarity with and compliance with all relevant legislation including but not limited to:   * L8 - the control of Legionella which is managed through the Campus Infrastructure department * Fire risk assessments and fire safety * Asbestos, and asbestos management * Scaffolding, LOLER, PUWER, * CDM regulations * Contracts including GC works, JCT, and NEC4 |
| **7** | Managing all relevant risks and carrying out risk assessments when necessary. Will be responsible for ensuring that the relevant permits, such as permits to work, roof permits, hot works permits are issued in line with current departmental procedures. |
| **8** | Managing project administration including the establishment of comprehensive and sufficiently detailed budgets, compliance with procurement legislation, production and maintenance of room data sheets, O&M manuals and health and safety files. |
| **9** | Meeting budgetary and best value objectives. Meeting relevant SLAs with other parts of the University. |
| **10** | Reporting regularly to senior management both formally and informally which may include weekly, monthly and annual progress reports on projects including Health, Safety and Compliance with KPI’s where relevant. Attendance at Project Control Group meetings. |
| **11** | Managing stakeholder and client relationships including regular communication. |
| **12** | Tracking project performance, reporting and managing issues. |
| **13** | Assisting in the University’s goal of reaching zero carbon emissions. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance. | |

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**Person Specification**

| **Criteria** | **Essential** | **Desirable** |
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| **Qualifications** |  |  |
| Educated to degree level or an equivalent qualification in Project Management  NEBOSH General Certificate in health and safety | ü | ü |
| **Experience/Knowledge** |  |  |
| Understanding of the legal and practical aspects of NEC and JCT contracts, asbestos, construction, mechanical/electrical service installations including, IT etc and managing projects effectively within the requirements.  Good understanding of the principles of project management and quantity surveying  Experience of effectively supervising staff, both internal and external, including allocating / managing workloads  Varied experience managing external consultants and contractors to ensure success  Recently worked in a similar field in a large, multi-site organisation  Experience of programme and cost management  Experience of stakeholder management  Experience acting as clerk of works | ü  ü  ü  ü  ü  ü  ü | ü |
| **Skills** |  |  |
| Excellent verbal, written and numeric skills.  Computer literate in industry standard packages.  Able to promote a culture of health and safety through own behaviour and face-to-face engagement. | ü  ü  ü |  |
| **Attributes** |  |  |
| Confidently and collaboratively able to work effectively with internal and external stakeholders such as students, staff, neighbours, contractors, consultants at a variety of levels.  Excellent time manager and good planner to ensure timely delivery of project milestones.  Good attention to detail.  Able to lead and motivate project team to ensure success. | ü  ü  ü  ü |  |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |