

JOB DESCRIPTION

Job Title: Capital Projects Manager

Department: Works Department

Reports to: Director of Works

Purpose of role:

To lead, direct and deliver large-scale capital projects including those arising from the estate Masterplan. The Capital Projects Manager is responsible for the maintenance and refurbishment of existing buildings as well as the construction of new, sustainable and inclusive new-builds.

Key Accountabilities

- Develop project specifications for all medium and major Capital projects in conjunction with internal and external contractors, to ensure that the work, quality standards, timescales and costs are clearly identified, environmental considerations are at the forefront of the work and the expectations of all stakeholders are clearly defined.
- Manage and oversee the delivery of medium and large-scale capital projects through the College governance system, in accordance with the agreed specification and in compliance with health and safety best practice, relevant legislation, regulations and standards.
- Plan and manage project timelines, ensuring that all deliverables are met and that projects are delivered on time and on budget.
- Manage project budgets, ensuring that all costs are accurately recorded and controlled ensuring that projects are delivered on time and within budget.
- Develop and maintain strong relationships with key stakeholders, including Fellows, staff, students, project teams, contractors, external consultants, planning bodies, other Colleges and other partners, ensuring that all stakeholders are engaged in the project, managed and updated on progress.
- Manage the selection and appointment of contractors, ensuring that they are qualified, competent, and able to deliver the required works to the required standard, and then manage internal and external contractors engaged on Capital projects to ensure that they meet the agreed project specification in terms of cost, time and quality.
- Maintain good project records, ensuring that they are accessible, well maintained and stored for easy retrieval. Provide regular progress reports to senior management, project teams, and stakeholders, highlighting any risks or issues that may impact project delivery.
- Develop standardised project management governance and methodology for medium and major Capital projects to ensure that they are managed effectively through all stages and delivered on time, within budget and to the agreed specification.

PERSON SPECIFICATION

Criteria	Description
Experience	<ul style="list-style-type: none"> • Minimum of 10 years' experience in managing capital projects, with a proven track record of successful project delivery. • Experience working in a heritage environment. • Experience in managing complex planning applications.
Skills	<ul style="list-style-type: none"> • Strong project management skills, with the ability to plan and manage complex projects from start to finish. • Excellent communication and interpersonal skills, with the ability to build strong relationships with stakeholders at all levels. • Excellent organisational and problem-solving skills, with the ability to identify issues and risks and develop appropriate solutions. • Strong knowledge of relevant legislation, regulations, and standards. • Ability to work effectively under pressure and to tight deadlines. • Strong leadership skills, with the ability to manage and motivate project teams. • Excellent computer skills, with a good understanding of project management software and Microsoft Office applications.
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in a relevant field (e.g. construction management, engineering, architecture). • Project or programme management.

EMPLOYMENT DETAILS

Rate of Pay:	£70,000 per annum.
Hours:	39 hours per week. 8.00am – 5.00pm Monday to Thursday, 8.00am – 4.00pm on Friday.
Holiday:	25 working days plus 8 public holidays.
Probationary period:	9 months.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility.
Employee Assistance	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Cycle to work Scheme	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum levels apply. Staff are able to access this benefit after successful completion of their probationary period.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
College Punts:	Use of College punts at a subsidised rate.
Childcare:	Access to a workplace nursery, subject to places being available.