

## JOB DESCRIPTION

**Job Title:** Programme Manager

**Department:** Works

**Reports to** Projects Manager

### Background

Trinity College, Cambridge, seeks an experienced and dynamic Programme Manager. This role is a new one and comes at a very exciting time for the College, which has recently received Trinity 2046, a strategic document recommending a set of projects that will transform the environment and facilities for students, staff and Fellows. Additionally, the College has a new focus on sustainability and moving away from fossil fuels. You will play a pivotal role in ensuring the coherent execution of these projects, contributing to the enhancement of the College's infrastructure and overall student experience.

### Purpose of the Role

This role will integrate three critical programmes of work strands: regular maintenance and refurbishment; transitioning to alternative heating sources and thermal improvements to buildings; and building or renovating existing structures to provide world-class facilities for students. This role will have full oversight of all projects within these programmes.

The role will also lead to the development of an improved Project Office functions to ensure effective project governance, coordination, and communication across the works team.

### Key Accountabilities

- Collaborate with the Director of Works and others to develop a comprehensive and coherent programme across the three work strands of regular maintenance and refurbishment, de-gasification and capital projects.
- Manage the inter-dependencies of the projects within each of the three works strands, making sure that the delivery of one does not inhibit the delivery of another, and that enabling works for one are taken into account in the planning of another (for example electricity upgrades, water offsets and thermal improvements),
- Implement programme and project governance frameworks to ensure adherence to standards, policies, and procedures.
- Establish reporting mechanisms and templates for consistent programme and project updates; Create a range of reports and presentations to update the diverse College Community on projects, to be delivered orally and in written format by the role holder and by others.
- Foster strong working relationships with Fellows, staff and student bodies. Coordinate with external contractors, architects, and consultants to ensure all projects adhere to Trinity College's standards and specifications. Serve as the central point of contact for programme-related communications, both internal and external.

- Develop and manage the budget for the programme and support the development of the budget for each project, ensuring cost-effectiveness. Work closely with Department Heads and project leads, identifying and making the case for appropriate resources and staffing levels. With the Director of Works and others, ensure resources are allocated, prioritised and managed effectively across all the programmes.
- Implement quality control measures to guarantee that all projects meet Trinity College's standards and expectations and are delivered to time and budget. Conduct regular site inspections and performance evaluations to identify and address any issues promptly. Foster a culture of continuous improvement and learning within the project teams.
- Develop and maintain a programme risk register, regularly assessing potential risks and implementing mitigation strategies. Manage the resolution of issues and conflicts within project teams and escalate as necessary. Work closely with the Director of Works to develop contingency plans for unforeseen challenges.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

## PERSON SPECIFICATION

Criteria	Description
<b>Experience</b>	<p>E - A minimum of 5 years working in a building management or estate management role.</p> <p>E - A proven and extensive experience of project managing complex construction and renovation projects, preferable in a heritage setting.</p> <p>E- Proven experience of managing resources and delivering financial reports.</p> <p>E- Good understanding of procurement processes</p> <p>E - Familiarity with building codes, regulations, and sustainability practices.</p>
<b>Skills</b>	<p>E - Excellent leadership and interpersonal skills, with the ability to collaborate effectively with diverse teams</p> <p>E - Ability to work proactively and independently</p> <p>E - Excellent written and verbal communication skills, including the ability to write and present clear and persuasive reports to different audiences</p> <p>E - Excellent interpersonal skills, able to provide assurance to a diverse range of people</p> <p>E - Excellent organizational and problem-solving abilities.</p> <p>E - Excellent IT Skills and experience using databases, excel, word, adobe and CAFM programs and project management software</p>
<b>Qualifications</b>	<p>E - A degree in an estate/surveying/construction/project management or property management or similar or</p> <p>E - HND or equivalent with relevant experience of working in the design, construction and operation of the built environment or</p> <p>E – a minimum of 5 years working in construction or property management environment.</p> <p>D - IOSH or NEBOSH qualification</p> <p>D - Prince2 Foundation or practitioner</p>
<b>Additional requirements</b>	<p>Ability to demonstrate a positive attitude.</p> <p>Hardworking and dependable.</p> <p>Able to work outside normal working hours as required.</p>

## EMPLOYMENT DETAILS

<b>Rate of Pay:</b>	In the range of £52,000 - £55,000 per annum
<b>Hours:</b>	39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.
<b>Location:</b>	Staff are expected to work in College.
<b>Contract type:</b>	Permanent
<b>Holiday:</b>	25 working days plus 8 public holidays.
<b>Meals:</b>	Free lunch is provided for staff who are on site and whose duties cover this period.
<b>Probationary Period:</b>	Six months.
<b>Pension Scheme:</b>	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.
<b>Employee Assistance:</b>	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.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
<b>Access to College:</b>	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.
<b>Private Health Care:</b>	The College provides private health care and membership of a dental care scheme. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
<b>Cycle to Work Scheme:</b>	There is a 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. Staff are able to apply for this scheme after successful completion of their probationary period. Maximum limits apply.
<b>College Punts:</b>	Use of College punts at a subsidised rate.