

JOB DESCRIPTION

Job Title: Projects Manager

Department: Works Department

Reports to: Director of Works

Purpose of role:

To lead, direct and deliver a range of medium and large-scale capital projects including those arising from the Trinity 2046 and a range of projects and programmes identified as part of the conservation management plan.

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. The project values will range from £500k to £15 to £20 million.

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.

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
Experience	<ul style="list-style-type: none"> • Significant successful experience handling multiple projects, simultaneously focusing on macro and micro detail ranging from an overview on £20m+ new build projects to direct management of £50K - £500k refurbishment projects. • Significant, broad, demonstrable experience of successfully managing large and complex capital programmes. • Proven ability in the management and successful delivery of full lifecycle programmes, demonstrating the ability to coordinate and control the programme within defined timescales and budgets. • Significant knowledge of health and safety requirements and building standards compliance and frameworks and proven ability to apply these in practice. • Proven awareness and understanding of risk management and applying this in practice. • Significant successful experience in liaising with clients, solicitors and local authorities on matters relating to development to ensure that building projects are fully compliant and in line with designated requirements. • Significant experience in providing strategic building related advice to clients, including the proven ability to interpret client briefs and requirements and adapt these as required to ensure compliance and value for money. Experience of working in an HE environment. • Substantial experience of people management in a large multi-site organisation. Significant experience in the successful development of project business plans. • Proven excellent senior stakeholder management skills with the ability to communicate at all levels, demonstrating the sensitivities required to balance and resolve issues, define priorities, ensure understanding, and buy in to the programme and its objectives. • Substantial experience of contract management, including the supporting the preparation of contracts, tendering and review and quality monitoring and setting performance standards across a large multi-site organisation. • Substantial and sustained successful experience in budgetary planning and change management processes. Substantial experience in the management of multi programmes of work across all RIBA stages.

Skills	<ul style="list-style-type: none"> • The ability to handle competing demands in an effective and timely way. • An ability to take a strategic view and to develop ideas, initiatives, and innovative approaches to complex issues, and to employ tactical thinking when integrating multiple programme demands. • Excellent communication, report writing, and presentation skills, demonstrating the ability to employ differing communication techniques and approaches in relation to the audience's preferences. • Experience of working with multiple teams; internal and external. • Well-developed leadership, management, planning, and organisational skills. • Skilled in the use and interpretation of relevant forms of programme documentation i.e. MS Word, MS Excel, MS Project, etc. • Intermediate-level MS Office Suite Strong project management skills, with the ability to plan and manage complex projects from start to finish. • An innovative thinker with a deep understanding of the sector and confidence to take a strong lead
Qualifications	<ul style="list-style-type: none"> • Appropriate professional qualification or equivalent significant professional experience in project managing large capital projects. • Degree in relevant discipline or equivalent experience in capital development and/or project management. • PRINCE2 qualified or equivalent project management experience

EMPLOYMENT DETAILS

Rate of Pay:	In the range of £72,000 - £75,000 per annum
Hours:	39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.
Contract type:	Permanent
Holiday:	25 working days plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period.
Probationary Period:	Nine months.
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.
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.
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.
Private Health Care:	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.
Cycle to Work Scheme:	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.
College Punts:	Use of College punts at a subsidised rate.