

Candidate Information

Position:	Estates Manager (Major Projects) x 2
School/Department:	Estates Development
Reference:	23/110655
Closing Date:	Friday 24 February 2023
Salary:	£43,414 - £53,353 per annum with opportunity to progress further
Anticipated Interview Date:	Friday 10 March 2023
Duration:	Permanent

JOB PURPOSE:

The Estates Manager will provide specialist estates planning/development and project management expertise to ensure the successful delivery of the University's Estate Strategy and Corporate Plan.

MAJOR DUTIES:

1. Lead and manage all stages of capital building projects to ensure successful delivery of the Estate Strategy and Corporate Plan objectives.
2. Management of project budgets, specification, quality parameters and programme taking decisive actions to ensure successful project delivery.
3. Representing the Estates Directorate and acting as principal point of contact for major capital projects as necessary.
4. Attending all required meetings, reporting to the QUB Programme Manager, Head of Estates Development, and others and preparing all necessary papers, agendas and chairing meetings as necessary.
5. Examining, promoting and delivering through existing and emerging digital and innovative technologies in all aspects of project delivery and management reporting. Seek always and evidence improvement in processes, reporting and delivery.
6. Report to and advise Senior Management on all aspects of project progress, governance and risk.
7. Provide analysis and interpretation of project information and data, including but not limited to, feasibility studies, business cases, design development and contract administration.
8. Lead project teams of internal and external professional staff to ensure the successful delivery of estate/capital projects.
9. Manage the process for obtaining statutory consents for capital projects.
10. Ensure major projects obtain institutional approval within the context of the University's System of Control for Major Projects.
11. Monitor, control and report against planned programme and project delivery for major capital projects, including time, cost and quality.
12. Provide environmental leadership across your projects and beyond to build capacity for Environmental Sustainability and drive forward transformational change aligned to our pathway for Net Zero emissions.
13. Using professional expertise and knowledge, critically assess and challenge stakeholder requirements against overall project and/or institutional objectives, managing change where relevant.
14. Report to, and proactively lead and participate in, relevant Estates Directorate working groups contributing to the overall management of the Directorate allowing the development of estate strategy, policy, system of control and practice.
15. Ensure professional and high-quality service and output standards are maintained and applied on all projects whilst ensuring compliance with all relevant University and regulatory requirements.
16. Keep up to date with developments in own field and the university estate sector generally including appropriate continuing professional development.
17. Carry out other duties in the general ambit of the role as directed by the Head of Estates Development.
18. Maintain external links with professional bodies or institutions including those within Higher Education.

ESSENTIAL CRITERIA:

1. Relevant Undergraduate University degree (Built Environment).
2. Professional Chartership Achievement to a relevant professional body (e.g. APM, RICS, CIOB, RIBA) or Registered Architect.

3. At least 5 years recent (including within last 5 years) relevant experience in an estates/building project environment to include:
 - a) Experience of working for or with a large complex organisation;
 - b) Experience of successfully project managing major New Build capital projects (in excess of £8m);
 - c) Experience of successfully project managing Refurbishment capital projects (in excess of £3m);
 - d) Good understanding of various Works Contractor procurement routes;
 - e) Experience of leading multi-disciplinary teams in achieving successful project delivery;
 - f) Evidence of successfully managing multiple stakeholders in a capital project environment; and
 - g) Evidence of successful management of project budgets and resources.
4. Use of project management systems and tools in the successful delivery of projects.
5. Ability to organise and direct self and others.
6. Good analytical and problem solving capability.
7. Well developed written, verbal communication and interpersonal skills and the ability to produce quality reports and documentation for senior managers and stakeholders.
8. Team leadership skills, with the ability to communicate goals, and engage and motivate colleagues.
9. Willingness to work flexibly to meet the requirements of the post.
10. Valid UK driving licence.
11. Willing to carry a mobile telephone.
12. Willing to attend University out of hours.
13. On campus role.

DESIRABLE CRITERIA:

1. A post-graduate qualification.
2. Experience of working within Higher Education.
3. Experience of administering NEC contracts.
4. Evidence of continuing professional development.

ADDITIONAL INFORMATION:

Project 1:

One role will be initially focused on the delivery of the new Global Innovation Institute (GII), a BRCD Project, sponsored and being delivered by Queen's University.

GII, a £58m project in the Titanic Quarter (images below), is aiming to transform Northern Ireland's digital economy by substantially increasing both the volume and range of digital innovation taking place and developing skills to meet industry needs.

Project 2:

One role will be initially focused on the delivery of the new Institute of Research Excellence for Advanced Clinical Healthcare (iREACH), a BRCD Project, sponsored and being delivered by Queen's University.

iREACH a £52m project on two sites straddling the Lisburn Road in Belfast, is an NHS, industry, and research facility, based partly at Belfast City Hospital and facilitating world-class clinical research to deliver better treatments to improve people's health globally faster than ever before (images below), is aiming to providing an environment where Northern Ireland's ability to test new drugs, medical-technology, care pathways and societal interventions will be transformed.

GII and iREACH are currently concluding RIBA Stage 2. You will act as the Estates/Project Manager for iREACH or GII (To be decided post appointment), from RIBA Stage 3, and lead on all related consultant and stakeholder activities and contractor procurement activities, working alongside existing Estates Project Manager to effect a successful knowledge transfer and handover, as applicable.