

Candidate Information

Position:	Estates Manager (Planning)
School/Department:	Estates Planning
Reference:	23/110995
Closing Date:	Monday 12 June 2023
Salary:	£44,414 - £54,421 per annum
Anticipated Interview Date:	Tuesday 27 June 2023
Duration:	Permanent

JOB PURPOSE:

The Estates Manager (Planning) will provide specialist estates planning, design advice 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 Estates Strategy and Corporate Plan objectives.
2. Management of project budgets, specification, quality parameters and programme taking decisive actions to ensure successful project delivery.
3. Deliver successful project outcomes within the context of the University policy and financial framework.
4. Develop outline options for the planning and development of the University Estate. Advise Senior Management on potential feasibility and development options including cost and programme.
5. Ensure major projects obtain institutional approval within the context of the University's System of Control for Major Projects.
6. Develop outline options for the planning and development of the University Estate. Advise Senior Management on potential feasibility and development options including cost and programme.
7. Lead in the production of feasibility studies and business cases for major capital projects.
8. Lead project teams of internal and external professional staff to ensure the successful delivery of estate/capital projects.
9. Provide analysis and interpretation of project information and data, including but not limited to, feasibility studies, business cases, design development and contract administration.
10. Manage the process for obtaining statutory consents for capital projects.
11. Representing the Estates Directorate and acting as principal point of contact for major capital projects as necessary.
12. Attending all required meetings, reporting to the Head of Estates Planning, and others and preparing all necessary papers, agendas and chairing meetings as necessary.
13. 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.
14. Report to and advise Senior Management on all aspects of project progress, governance and risk.
15. Monitor, control and report against planned programme and project delivery for major capital projects, including time, cost and quality.
16. Provide environmental leadership across your projects and beyond to build for capacity for Environmental Sustainability and drive forward transformational change aligned to our pathway for Net Zero emissions.
17. Using professional expertise and knowledge, critically assess and challenge stakeholder requirements against overall project and/or institutional objectives, managing change where relevant.
18. 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.
19. Ability to work under own initiative with minimal supervision, ensuring 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.

20. Carry out other duties in the general ambit of the role as directed by the Head of Estates Planning or Head of Estates Development, if reassigned.

ESSENTIAL CRITERIA:

1. Relevant (construction based) Undergraduate University degree.
2. Professional Chartership Achievement to a relevant professional body (e.g. APM, RICS, CEng, RIBA) or Registered Architect.
3. Relevant experience in an estates/building project environment to include:
 - Experience of working for or with a large complex organisation;
 - Experience of successfully project managing major new-build capital projects;
 - Experience of successfully project managing significant refurbishment capital projects;
 - Experience of leading multi-disciplinary teams in achieving successful project delivery;
 - Evidence of successfully managing multiple stakeholders in a capital project environment;
 - Evidence of successful management of project budgets and resources;
 - Evidence of successful brief development, engaging with multiple end-users; OR
 - Substantial relevant experience in the above.
4. Use of project management systems and tools in the successful delivery of projects.
5. Ability to organise and work under own initiative.
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. Ability to interpret data and present with clarity and accuracy using a range of methodologies.
9. Effective interpersonal skills.
10. Team leadership skills, with the ability to communicate goals, and engage and motivate colleagues.
11. Able to respond flexibly, under own initiative, to meet changing priorities.
12. Willingness to work flexibly to meet the requirements of the post, including travel as required and irregular hours.
13. Adhere to the University's Core Values in all activities.
14. Valid, full Driving Licence or alternative that will ensure successful candidate is able to travel between multisite sites.

DESIRABLE CRITERIA:

1. A construction based post-graduate qualification.
2. Experience of working within Higher Education
3. Experience in the design and development of various building types typically found in a University estate: e.g., lecture theatres, teaching accommodation, laboratories, offices, sports centres, residential accommodation, etc.)
4. Experience of successfully project managing capital projects in excess of £8m (at current construction values).
5. Experience of successfully master-planning large buildings and sites.
6. Working knowledge of common data environments.
7. Working knowledge of programme development software (e.g. MS Project).
8. Ability to write reports and make presentations.
9. Working knowledge of CAD packages such as AutoCAD, REVIT, etc.
10. Working knowledge of design software packages such as PHOTOSHOP, SKETCH-UP etc.

ADDITIONAL INFORMATION:

The role will provide essential support to the Estates Planning functions and will be focused on evolving a number of complex, diverse and commonly interlinked projects across the campus to inform the necessary evolution of Queen's University Estate during the next Corporate Strategy period. Based on campus, you will demonstrate comprehensive building design awareness and an ability to analyse, challenge and influence design solutions across RIBA Stages 0-3. The role may include reassignment within the Directorate to 'Estates Development – Major Works' to maintain continuity of key project management key staff to oversee complex projects to completion or to respond to Directorate workload.

Typically, Queen's projects will involve interventions across all areas of the University portfolio and complex engagements with internal and external stakeholders to resolve operational issues married to our own heritage obligations. They usually evolve within a very dynamic environment with budgets that reflect both scale and complexity.

The key aspiration is to provide accommodation that is fit-for-purpose, well planned, affordable, cost effective, agile and responsive and ultimately integrated with Corporate Plans and Strategies. As a key anchor institution, Queen's has an important role to play not only in Belfast, but also the wider agendas for Northern Ireland, Europe and beyond.