

Candidate Information

Position:	Estates Manager (12- Month Maternity Cover to March 2025)
School/Department:	Estates
Reference:	24/111567
Closing Date:	Monday 5 February 2024
Salary:	£46,497 - £57,141 per annum
Anticipated Interview Date:	Wednesday 14 February 2024
Duration:	12-months temporary until March 2025

JOB PURPOSE:

The postholder will provide 12-months maternity cover specialist estates project management expertise to ensure the successful delivery of the AMIC Project, with a construction value in excess of £30m, as it embarks on to site-based construction activity, currently envisaged to start on site in Spring 2024.

The overall construction duration is estimated as 20 months, so the role is envisaged to cover the initial first 12-month construction period.

MAJOR DUTIES:

1. Lead and manage the AMIC capital building project to ensure successful delivery. Representing the Estates Directorate and acting as principal point of contact, as necessary. Monitor and report on the administration of the NEC ECC Option C Works contract, and administer the ICT Professional Services appointment.
2. Management of project budgets, specification, quality parameters and programme taking decisive actions to ensure successful project delivery. Manage Project Change in accordance with our Contract for Funding.
3. Attending all required meetings, reporting to the Estates BRCD Programme Manager, Estates BRCD Project Director, and others and preparing all necessary papers, agendas and chairing meetings as necessary.
4. 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.
5. Report to and advise Senior Management on all aspects of project progress, governance and risk.
6. Provide analysis and interpretation of project information and data, including but not limited to business cases, design development and contract administration.
7. Lead project teams of internal and external professional staff to ensure the successful delivery of the project.
8. Manage the process for obtaining statutory consents for the AMIC Project, as required.
9. Ensure AMIC obtains institutional approval within the context of the University's System of Control for Major Projects.
10. Monitor, control and report against planned programme and project delivery for major capital projects, including time, cost and quality.
11. Provide environmental leadership to AMIC to secure our Environmental Sustainability targets (BREEAM Excellent) and drive forward transformational change aligned to our pathway for Net Zero emissions.
12. Using professional expertise and knowledge, critically assess and challenge stakeholder requirements against overall project and/or institutional objectives, managing change where relevant.
13. 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, including operating and maintaining the AMIC PM Workbook.
14. 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.
15. Keep up to date with developments in own field and the university estate sector generally including appropriate continuing professional development.

16. Carry out other duties in the general ambit of the role as directed by the BRCD Programme Manager/Director.

ESSENTIAL CRITERIA:

1. Professional Chartership Achievement to a relevant professional body (e.g. APM, RICS, CIOB, RIBA) or Registered Architect.
2. Relevant experience in an estates/building project environment to include
 - a) Experience of successfully managing New Build or Complex projects during the construction stage (in excess of £5m).
 - b) Experience of NEC ECC construction contracts (in excess of £5m) and the administration of same.
 - c) Experience of leading multi-disciplinary teams in achieving successful project delivery.
3. Evidence of successfully managing multiple stakeholders in a capital project environment.
4. Evidence of successful management of project budgets and resources.
5. Use of project management systems and tools in the successful delivery of projects
6. Ability to organise and direct self; good analytical & 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. Full Valid Driving Licence, and access to own transport for site visits, meetings, etc.

DESIRABLE CRITERIA:

1. Experience of administering NEC ECC Option C contract.
2. NEC PM Accreditation.