



## Candidate Information

<b>Position:</b>	Cost and Commercial Manager
<b>School/Department:</b>	Estates
<b>Reference:</b>	24/112130
<b>Closing Date:</b>	Monday 19 August 2024
<b>Salary:</b>	£49,054 - £60,284 per annum.
<b>Anticipated Interview Date:</b>	Wednesday 4 September 2024
<b>Duration:</b>	3 years

### Job Purpose:

The post holder will have specialist cost, commercial and risk management expertise and be responsible for the effective commercial management of the University's sponsored City Deal Projects being delivered under the Belfast Region City Deal (BRCD) Programme.

### Main Activities/Responsibilities:

1. Support the Estates Manager's with the financial management of multi-million-pound major project budgets (over £215M) to ensure successful project delivery. Ensuring compliance with governance standards in relation to costs and budgets.
2. Provide advice and recommendations relating to maintaining projects within budgets.
3. Apply significant knowledge and experience in respect of Change Management on NEC Contracts:
  - Manage the change control process.
  - Advise Estates Manager on Early Warnings and Compensation Events on Works Contract, within the appropriate timeframes and ensuring VfM (Value for Money).
  - Review compensation events, when required, with ICT (Integrated Consultant Team) PM and Estates Manager and, where appropriate providing advice to BRCD Programme Director (PD) on matters outstanding.
  - Manage client change control register.
  - Manage and prepare all change control documentation to be issued to relevant parties within QUB and to external agencies.
4. Provide advice on and recommendations on all aspects of costs in relation to £215m programme and provide detailed reports to BRCD PD and Estates Managers in respect to maintaining projects within budget.
5. Be fully involved in reviewing pricing documentation within tender documentation:
  - During drafting prior to issuing to tender.
  - During the ECI (Early Contractor Involvement) period.
  - Following Invitation to Tender (ITT) returns.
6. Providing advice and recommendations, ensuring VfM is achieved and that best value solutions are being adopted by the ICT/Contractor.
7. Provide commercial advice to Estates Manager's and recommendations on drafting of tender documentation and contract clauses.
8. Liaising with each ICT in assessment of inflation across the three projects.
9. Reviewing planned project expenditure against cashflow and reporting on expenditure on a monthly basis.
10. Liaise with finance on Quarterly reporting to BCC and QUB internal finance reporting, ensuring consistency across all three projects.
11. Reviewing monthly contractor payment schedules and applications with ICT PM's, agreeing same, and providing recommendations to the PM/PD.
12. Hold and manage client risks on the Risk Registers across the programme and advising Estates Manager's on Action Plans and monitoring risk generally to inform, alert and mitigate same arising. Attendance at risk meetings and ensuring Action Plans in place.
13. BREEAM - Reviewing and reporting on relevant credits such as Elemental life cycle cost (LCC), Component level life options appraisal and Capital cost reporting.
14. Liaison with CPD (Construction and Procurement Delivery) or other external agencies on cost matters and ensure a consistent approach in responses to CPD or other external agencies queries.
15. Liaise with user groups on changes resulting in additional requirements and the funding of these.

16. Attendance at lessons learned workshops.
17. Attending all required meetings, reporting to the Estates BRCD Programme Manager(PM), Estates BRCD Programme Director (PD), and others and preparing all necessary papers.
18. Liaising with Programme Manager and Programme Director on dashboard reporting, programme wide issues, and supporting commercial decisions across the programme.
19. 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.
20. 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.
21. 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.
22. Advise Estates Manager on Early Warnings and changes to ICT appointment. Including reviewing claims and negotiation, where appropriate providing advice to PD on matters outstanding. Reviewing monthly payment schedules and applications, agreeing same, and providing recommendations to the PM/PD.
23. Liaison with other public sector bodies on matters of mutual interest, work processes, policy and effectiveness whilst leading out on best practice across the programme and compliance.
24. Keep up to date with developments in your own field and Cost management and with the university sector generally including appropriate continuing professional development.
25. Carry out other duties in the general ambit of the role as directed by the BRCD Estates Programme Director.
26. Any other reasonable duties in connection with the post.

**Additional Information:**

On all three University sponsored City Deals Projects the post holder will be responsible for supporting the Estates Managers in relation to:

- Capital costs, commercial management
- Life Cycle Costing
- Risk management

The role will primarily involve acting as Cost and Commercial Manager to provide support from RIBA Stage 4 onwards. The role will involve robustly analysing, challenging and understanding all cost, commercial and risk matters across all three projects and reporting both internally and externally to BRCD partners.

AMIC (Advanced Manufacturing Innovation Centre), a £88m project, will provide a 10,500m<sup>2</sup> state-of-the-art facility at Global Point in Newtownabbey, giving advanced manufacturing and engineering businesses access to the very latest technology, specialist equipment and expertise.

GII (Global Innovation Institute), a circa £65m project, substantially increasing both the volume and range of digital innovation taking place and developing skills to meet industry needs. Significantly expanding facilities at the Institute of Electronics, Communications and Information Technology (ECIT) in the Titanic Quarter.

iREACH (Institute of Research Excellence for Advanced Clinical Healthcare), circa £60m project on two sites straddling the Lisburn Road in Belfast, is an exciting new project for healthcare in Northern Ireland, the outcome of creative collaboration between academia, industry, the NHS and public sector/government stakeholders to drive UK science and innovation, by creating a unique ecosystem for testing new drugs through their development life cycle and integration into care pathways.

Informal enquiries can be directed to: Richard McElnay - r.mcelnay@qub.ac.uk

**Essential Criteria:**

1. Undergraduate degree in Quantity Surveying or undergraduate degree with Post Graduate qualification in Quantity Surveying or Cost Management.
2. Professional Chartership Achievement to a relevant professional body (e.g. RICS, CIOB).
3. Substantial recent relevant professional experience in an estates/building project environment.
4. Clear, demonstrable evidence of successful financial management of projects over £15m.
5. Experience of NEC contracts Option B and Option C.
6. Experience of change management for NEC contracts.
7. Experience of analysing and reviewing costs provided during ECI period and as part of ITT.
8. Experience of managing and monitoring costed risk registers.
9. Experience of preparing cost reporting for client and stakeholder/funders.
10. Demonstrable ability to influence senior management exemplified by reports and engagement with relevant working groups.

11. Good analytical and problem solving capability.
12. Well-developed written, verbal communication and interpersonal skills and the ability to produce quality reports and documentation for senior managers and stakeholders.
13. Self-motivated and pro-active with an ability to work as part of a team.
14. Willingness to work flexibly to meet the requirements of the post.
15. Willing to carry a mobile telephone.
16. As travel between sites is requirement of role successful candidate must be able to drive or use alternative mode of transport.

**Desirable Criteria:**

1. Evidence of ongoing continuing professional development in accordance with professional body requirements.