

Candidate Information

Position:	BRCD Estates Programme Manager (Fixed Term to July 2025)
School/Department:	BRCD Project Management Office
Reference:	24/112250
Closing Date:	Monday 28 October 2024
Salary:	£62,087 - £71,945 per annum.
Anticipated Interview Date:	Thursday 21 November 2024
Duration:	10 months

JOB PURPOSE:

The post holder will have senior specialist estates planning/development expertise and be responsible for the effective development, management and coordination of the University's sponsored City Deals Projects. This role will be focused on the successful delivery of projects being delivered under the Belfast Region City Deal (BRCD) Programme, sponsored, and being delivered by Queen's University.

The role will involve acting as the Estates Programme Manager for AMIC, Momentum One Zero (M1.0) and IREACH, from various RIBA stages, as applicable), including all related contractor procurement activities, and working alongside and managing the Estates Project Managers for each of the projects AMIC, M1.0 & iREACH Health together with diverse teams of external consultants, contractors and others to effect strong programme and project delivery.

AMIC (Advanced Manufacturing Innovation Centre), a £98m project, will provide a 10,500m² 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. Currently at Stage 5 on site.

M1.0, a £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. Currently at Stage 4, contractor procurement at ITT stage.

iREACH Health (Institute of Research Excellence for Advanced Clinical Healthcare), an investment of £64m, an NHS, industry, and research facility, based partly at Belfast City Hospital. Currently concluding Stage 4.

MAJOR DUTIES:

1. Lead and manage the overall City Deal Estates Team programme of 3 capital build projects to ensure successful delivery to completion. Representing the Estates Directorate.
2. Lead and manage multi-disciplined teams, undertaking project management of building projects, to ensure that projects are delivered within time, cost and quality parameters.
3. Management of multi-million-pound major project budgets (>£200M), specification, quality parameters and programme taking decisive actions to ensure successful project delivery.
4. Ensure that internal teams are coordinated and adequately resourced, monitoring the quality of service provided within the agreed budget limits to achieve best value at all project stages.
5. Lead out on all reporting including monthly reporting to each of the Project Boards, quarterly reporting to Belfast City Council (BCC) for each of the projects and information flow required through the City Deals Governance framework to ensure efficiency and consistency across all three projects. Liaise with key stakeholders as necessary. Attending all required meetings, reporting to the Project Sponsor, and preparing and presenting all necessary papers and chairing meetings as necessary.
6. Lead on all internal QUB and external approvals in accordance with governance requirements.

7. Liaise with each Project Manager on the finance reporting including monthly overall development cost reporting, change management reporting, cashflow reporting and expenditure reporting. Ensuring consistency across all three projects.
8. Maintain and exercise knowledge of EEC contracts, roles and responsibilities under same and supervise the QUB administration of ICT appointments (including ICT performance monitoring and management) and supervise, monitor and report on the administration of the IST Contractor Works contracts.
9. Supervise the Change Management process in relation to NEC Contracts and ICT appointments, including where appropriate advising BRCD Programme Director on matters outstanding.
10. Review project planning ensuring that proposals have been robustly developed and provide value for money. Subsequently supervise the development of schemes, supervising and managing change and balancing end-user requirements within the overall City Deal Programme.
11. Liaise with the wider QUB BRCD team in relation to, but not limited to comms, social value, finance, FBC'S and gateways.
12. Manage synergies across the programme.
13. Contribute to the implementation of a university-wide communication strategy to underpin the City Deals Programme.
14. Manage consultants and contractors and monitor quality and professional standards for external consultants. This will include the identification of underperformance and taking corrective action on a timely basis. Monitor KPIs of the ICT's and contractors to ensure that performance is to a high standard and meets the needs of the University.
15. Liaison with other public sector bodies on matters of mutual interest, work processes, policy and effectiveness whilst leading out on best practice and compliance.
16. Using expert professional advice, report to and advise Estates BRCD Programme Director on all aspects of project progress, governance, and risk.
17. Attendance at lessons learned workshops. Apply lessons learned across each of the three projects.
18. Manage the process for obtaining statutory consents for capital projects. Ensure environmental leadership on the projects and beyond to build capacity for Environmental Sustainability.
19. Report to, and proactively lead and participate in, contributing to the overall management of the Directorate allowing the development of estate strategy, policy, system of control and practice.
20. Carry out other duties in the general ambit of the role as directed by the Estates BRCD Programme Director. Any other reasonable duties in connection with the post.

ESSENTIAL CRITERIA:

1. Relevant Undergraduate University degree (Built Environment).
2. Professional Chartership Achievement to a relevant professional body (e.g. APM, RICS, CIOB, RIBA).
3. Substantial relevant recent professional experience (including within last 5 years) in an estates/building project environment to include
 - a) Clear, demonstrable evidence of leading and managing the delivery of several interrelated complex and large-scale New Build capital projects (>£15m), with significant strategic influence, as a programme.
 - b) Experience of working for or with a large complex organisation.
 - c) Experience of leading multi-disciplinary teams in achieving successful project delivery.
4. Evidence of successfully managing complex governance of strategic capital build programmes and effective reporting to internal and external stakeholders
5. Evidence of successful management of significant and complex project budgets and resources.
6. Use of project management systems and tools in the successful delivery of projects/programme
7. Ability to organise and direct self and others.
8. Good analytical and problem-solving capability.
9. Well-developed written, verbal communication and interpersonal skills and the ability to produce quality reports and documentation for senior managers and stakeholders
10. Team leadership skills, with the ability to communicate goals, and engage and motivate colleagues.
11. Ability to work flexibly to meet the requirements of the post. This is a campus-based role.

DESIRABLE CRITERIA:

1. A degree or postgraduate qualification in project management.
2. Experience of monitoring NEC contracts.
3. Evidence of continuing professional development.
4. Experience of working within Higher Education.

ADDITIONAL INFORMATION:

