

JOB DESCRIPTION

Post:	Capital Projects Manager
Responsible to:	Head of Estates and Capital Development
Pay Band:	Pay band 13

JOB PURPOSE

Reporting to the Head of Estates and Capital Development, the Capital Projects Manager will lead the effective management of college capital projects, working imaginatively and responsively with the college managers, staff, students and design teams, to ensure that high quality schemes are identified and developed to meet the needs of the college in accordance with approved budgets, timescales and the college's policies and priorities.

MAIN AREAS OF ACCOUNTABILITY

- Lead the delivery of new build and refurbishment projects on time within an agreed budget to the approved quality
- Lead the creation of a modern, innovative and flexible learning environment with new learning technologies
- Ensure that the risk management process is effective for the capital build programme

DUTIES

1. Reporting to the Head of Estates and Capital Development, lead the management of College capital projects

- 1.1. To lead the effective redevelopment of the College's premises and estates.
- 1.2. To facilitate the definition of project scope, goals and deliverables
- 1.3. To work within an appropriate project management framework for each project.
- 1.4. To deliver timely and successful capital development projects within budget.
- 1.5. To prepare capital and any other funding applications to the DfE/ LEP or any other external body.
- 1.6. To contribute to strategic planning, with particular responsibility for the major capital projects. To assist the Head of Estates and Capital Development in the preparation, revision and implementation of the Property Strategy, including its financial aspects
- 1.7. To understand specifications and design drawings for construction projects and analyse information from such resources as GIS and Excel databases, CAD drawings, surveys and other resources.

2. Manage project communication

- 2.1. To act as the primary point of contact with external professional consultants.
- 2.2. To develop the primary interface between the external design teams, college managers and staff, acting always in the best interests of the college.
- 2.3. To maintain effective dialogue with all external agencies involved in, or affected by, the College's capital development programmes.
- 2.4. To meet regularly with the design teams to assess and monitor progress against key milestones.
- 2.5. To constantly monitor and report on progress to the Head of Estates and Capital Development and to contribute to committee reports on matters relating to the capital programme.
- 2.6. Provide advice to the Head of Estates and Capital Development on Health and Safety aspects of the projects.
- 2.7. To liaise with colleagues as appropriate to ensure the capital programme is monitored to corporate requirements, including representing the college at appropriate meetings.

3. To manage agreed project budgets and procurement strategies

- 3.1. To ensure change control management systems are in place.
- 3.2. Work with the Design Team and the Director, Finance, to provide financial projections for the programme and ensure that programmes are delivered within the agreed budget.
- 3.3. To ensure that capital programmes are realistic and are communicated and delivered in a timely and cost-effective manner.
- 3.4. To ensure that the college complies with best practice in all aspects of project planning and procurement.
- 3.5. To ensure that projects are effectively administered including management and recording of drawings and change control.

4. To ensure the delivery of high quality and effective buildings

- 4.1. To support the development and implementation of environmental and sustainability policies.
- 4.2. To ensure that standards of work in any new build are consistently high and appropriate for purpose meeting the future needs of the College.

5. Other

- 5.1. Ensure that the college's commitment to equality and diversity is supported in college functions.
- 5.2. Undertake professional development and updating.

5.3. Follow College health and safety procedures.

5.4. Follow College policies in relation to dealings with staff and students.

5.5. Undertake such other duties as may reasonably be required, commensurate with the grade of the post, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

The successful candidate should match the following **essential** criteria:

- Possess a degree/HND/HNC or equivalent professional qualification in project management or in a related subject area;
- Have a minimum of one year's experience of delivering (or assisting with) new build projects, preferably in FE;
- Have technical knowledge and experience of working in the following areas:-
 - Procurement
 - Building services
 - Building Information Modelling (BIM)
 - BREEAM or other environmental sustainability accreditation schemes
 - Information Technology infrastructure/installation
 - Financial and budget monitoring
- Be a confident communicator to internal and external users;
- Able to understand business needs, be customer focused and have the ability to set and deliver high quality service standards;
- A self-starter with an enthusiastic 'can do' attitude combined with a real sense of urgency and desire to provide the highest level of service possible;
- Possess excellent time management and organisational skills and have the ability to work to strict deadlines;

The successful candidate should match the following **desirable** criteria:

- Experience of working in a public sector environment
- Experience of DfE/ LEP capital funding methodology

CONDITIONS OF SERVICE

Salary:	Pay band 13
Payment:	Monthly in arrears direct to bank via the Bank Automated Clearing System [BACS]
Hours:	37 hours per week, all year round
Holidays:	24 working days, rising to 29 days plus Bank and Public Holidays pro rata
CRB:	All employees undergo a Criminal Records Bureau (CRB) check. Copies of the Criminal Records Bureau Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Criminal Record Bureau (CRB) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically invited to join the Local Government Pension Scheme (LGPS) however, they may opt out if they wish
Job duties:	The precise duties of the post will be agreed after discussion between the Line Manager and the successful candidate.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.