

JOB DESCRIPTION

Job Title: Senior Client Project Manager

Grade: 7

Responsible to: Development Programme Manager

Job Purpose:

The post-holder will be accountable to the Development Programme Manager for successful delivery in a number of work areas. Whilst specific targets and objectives will change, the core duties and responsibilities are to:

- Provide effective planning, project management and related professional services, in accordance with current best practice, to enable FX Plus to deliver projects which provide quality higher education facilities.
- Be responsible for the development and management of the Universities high value and complex capital and equipment installation projects.
- Be the professional lead for FX Plus major capital projects providing advisory and management services for the delivery of large projects including; appointment of professional project and design teams, procurement and contract strategy, selection of contractors and managing large and complex stakeholder groups (both internal and external).
- Manage discrete and/or linked projects in the capital programme from initiation to full operational status, ensuring achievement of agreed benefits within agreed timescales and budgets set through the business case/investment approval process.
- Implement best practice, project management methodology and internal project management framework ensuring agreed benefits are delivered within agreed timescales and budgets set by the capital programme.
- Provide procurement and contract management expertise and be responsible for delivering the appropriate procurement strategies and contract forms for individual projects dependent on objectives.
- Provide the full range of line management functions for Project

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Managers and Administrative roles as appropriate including staffing, day-to-day management of the department, resolution of issues and the development and implementation of operational policies and procedures within the department.

- Provide management of contractors and full supply chain management in order to ensure the successful delivery of all major capital projects.

Main Duties and Responsibilities:

The post holder will:

Project Management:

- Help identify opportunities for improvement and efficiency for site utilisation and space allocation across the full University Estate.
- Provide visible support to the Development Programme Manager and Head of Estate Development to improve efficiency in project delivery and project management processes and help drive forward best value and high-quality development.
- Identify and implement specific procurement and contract delivery strategies for projects.
- Facilitate and co-ordinate internal and external teams to ensure successful implementation of projects.
- Be responsible for the production of robust delivery plans and risk management strategies to deliver project benefits.
- Track and monitor project progress against agreed timescales, financial parameters and quality standards.
- Contribute to strategy reporting as and when required.
- Lead on specific change projects which are likely to be cross organisational and complex in nature.
- Be responsible for the appropriate budgetary management of projects.

Technical:

- Accountable for all aspects of project design and construction within FX Plus and on behalf of the University partners with due regard for statutory obligations.
- To lead in offering professional and technical advice to Project Sponsors / stakeholders on the interpretation of estates legislation.
- Accountable for the monitoring of project construction contracts in line with statutory and contract requirements.
- Ensure that major capital schemes progress to plan and budget.
- Commission and monitor contracts for professional consultancy services and the performance of work on the estate.
- To manage the drafting of all project related licences and leases.

Risk:

- Manage Projects specific Risk Registers and support management of departmental and corporate risk registers.
- Support the Development Programme Manager and Head of Estate Development on the design and implementation of policies to ensure effective control of construction activities and minimisation of risks to the control of construction activities.
- Lead on co-ordinating safe systems of work for delivery of construction projects.
- Ensure that comprehensive risk assessments and method statements are put in place for all construction projects.
- Ensure that all capital projects have comprehensive risk registers which are refined as projects transfer from concept stage into construction.

General:

- Responsible for maintaining accurate, timely and complete records, both manually and electronically, ensuring at all times the safety and confidentiality of information.
- The post-holder will be required to make site visits and will be required to wear personal protective equipment.
- Deliver a level of customer service which meets and exceeds the expected standards. Ensure all people are dealt with efficiently and with appropriate regard to their needs.
- Undertake reasonable duties which contribute to the success of the directorate and FX Plus as a whole.
- Agree personal and team objectives and work to achieve them, developing both individually and collectively.
- Actively participate in required organisational processes, courses and activities, constantly maintaining the required conduct.
- Support and contribute to keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Safeguarding.

PERSON SPECIFICATION**Post Title: Senior Client Project Manager**

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	<p>Masters Degree in Building or Estates related discipline or Post Graduate management or project management qualification.</p> <p>Commitment to Continuing Professional Development (CPD) beyond degree level.</p>	<p>Membership of an appropriate professional body (e.g. Institution of Chartered Surveyors or Engineers).</p>
Experience / Knowledge	<p>High level of experience of working in a senior estates role managing major capital projects.</p> <p>Track record of leading complex organisational change.</p> <p>Management of significant budgets.</p> <p>Leading multiple professional teams.</p> <p>Business case development for major capital projects.</p> <p>Understanding risk and management systems.</p>	<p>Experience of working within Higher Education Sector</p> <p>Experience of working with key stakeholders e.g. Council of Governors, Vice Chancellors</p> <p>Experience of interpreting Higher Education policies and best practice</p> <p>Understanding of Higher Education corporate governance and assurance requirements.</p>
Skills / Personal Requirements	<p>Leadership skills and able to influence across internal and external boundaries.</p> <p>Highly developed verbal and written communication skills.</p> <p>Ability to work constructively and communicate with a wide range of professionals and staff at all levels.</p>	

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	<p>Ability to manage and meet priorities and deadlines.</p> <p>Good technical skills in standard business systems (e.g. Microsoft office).</p> <p>Analytical skills, drawing out key points and analysing complex data.</p> <p>Ability to conceptualise the end vision while attending to the detail.</p> <p>Able to develop cost effective and straight forward systems to convey complex messages simply.</p> <p>Preparing and presenting reports on complex issues to a range of audiences.</p> <p>Personal and professional demeanour and credibility that generates trust and confidence in others.</p>	
<p>Knowledge</p>	<p>Statutory Health and Safety requirements and best practice.</p> <p>Professional Standards relating to Estates and Facilities.</p> <p>Procurement methodology for construction with regard to traditional solutions and frameworks.</p> <p>Public Procurement Regulations.</p> <p>Building Services Engineering.</p> <p>Building Regulations.</p>	<p>HE procedures, standards and benchmarking.</p> <p>Understanding of the workings of a University.</p>