City Centre Campus Development

Senior Project Manager

Job Description

Reference: 102014/51

Job Title: Senior Project Manager

Purpose of Role:
The University is committed to providing an environment conducive to high quality teaching and learning, attractive to business and engagement with the community. To support this vision the University are embarking on a major capital development programme focused primarily at the City Centre Campus, with an investment package expected to be in the region of £200-250m. The Estates internal project management team is an essential element of the realisation of the Strategic Plan 2020.

The City Centre Campus comprises of a first phase of 18,000m2 of construction with a subsequent phase of 24,000m2, for completion by September 2015. In addition, other significant capital projects including the construction of a new 9000-12000m2 Birmingham Conservatoire by 2017, a 6000m2 phase 2A by 2017 and a final phase 3 at City South again by 2017-18 an anticipated in the order of 8000-9000m2. In addition capital investment refurbishments of Millennium Point are planned for 2015.

The Senior Project Manager will be instrumental in the establishment and management of a strategic execution plans for one or more of the Estates capital development phase 3 development programme.

The role will require the management of consultancy and “in-house” teams in the successful execution of the estates strategy.

Leading the consultancy and “in-house” team in the successful execution of those elements of the project delivery plans delegated to the post holder, including supporting the Project Director in developing policies and management systems to define and realise the Estates Strategy.

Engage with internal and external stakeholders to promote the University’s “vision” for the Estates Strategy with specific reference to the City Centre and City South Campus developments, maintaining good relationships with all participants and interest groups fostering a supportive culture within which the project can thrive.
Reporting to: Project Director

Job Summary:

The Senior Project Manager will lead on specific projects within the City Centre and City South Campus developments, and other associated major capital schemes, and provide support to the Project Director on all capital works schemes.

S/He will have the Authority to run and take responsibility for those capital projects as defined in the Project Execution Plan, delegated to the post holder on behalf of the Project Director.

Manage and support the sub-ordinate members of the in-house project team, coaching and mentoring them as required in the fulfilment of their tasks and responsibilities. Specific requirements will include overseeing the consultant procurement, OJEU, design stage including cost advice, defining specific procurement strategies, lead on contractor procurement, and subsequent delivery phases and act in the role of Contract Administrator. The post holder will also be required to offer line management responsibility for in house and agency staff.

Maintain appropriate and effective processes and procedures to plan, communicate, monitor and control all of the facets of those dedicated projects; delegating responsibility and authority as necessary to members of the project team.

Prepare and manage master programmes for each project and monitor progress identifying any opportunities or risks at all stages.

Lead on the procurement and management of the external construction professionals in connection with the delivery of major construction projects, namely architects, engineers, building service consultants, acousticians, cost consultants, sustainability experts, town planners and lawyers. This will include the definition of scopes of services to be included in legal appointments and the negotiation of fees. Manage the process and procurement through OJEU competition and or frameworks that maybe applicable.

Lead on the procurement and management of the main building contractor and any partnering subcontractors for each construction project. Ensure full OJEU compliance is achieved via a competitive tender process and make recommendation as necessary to the University and Board of Governors as to entering into any build contract. Prepare contract documentation and manage the process of contract award with the main contractor.

Act in the role of Contract Administrator during the execution of any construction contracts, this will include the preparation of valuations, preparation of certificates and where required, offer specific cost advice in consultation with external construction professionals.
Key Accountabilities:

- Monitor and implement the project execution plans for the City Centre and City South Campus phases, and other capital developments to ensure the successful execution of the Estates Strategy.

- Seek to ensure that the project delivery meets all the required delivery milestones including programme, cost, brief, quality and performance.

- Maintain effective control and monitoring processes that track the delivery of the project against the delivery plan. Manage the master and design programmes to ensure that the design develops within the agreed cost plan and programme.

- Prepare feasibility studies for new capital works schemes to assess the project viability in terms of cost, programme and briefing compliance.

- Manage the design team through each RIBA stage and ensure the design develops within the agreed cost plan and programme.

- Promote best practice within the industry and seek to utilise innovation and technology at given opportunities. Support and implement emerging initiatives including Smart Buildings, Softlandings and Building Information Modelling (BIM).

- Prepare maintenance contractors for each of the new capital works projects and manage the contractors for the first 12 months from each practical completion. Contracts to include full building planned and reactive maintenance deliverables.

- Implement suitable procurement strategies compliant with EU Procurement Regulations and alternative mechanisms including public sector frameworks and alternative negotiated procedures.

- Lead on the procurement strategy for the appointment of the consultant team, enabling works and main contractor. Write and agree consultant scope of services and liaise with legal advisors as necessary. Negotiate appointment clauses with each consultant in the interest of the University.

- Manage the contractor through the tender procurement stage and lead on contract negotiations up to contract award. Leading on the contract selection and make recommendation utilising JCT forms of contract.

- Support the implementation and management of University policy and strategy, ensure that these and the corporate plan are considered as part of the design process. Prepare feasibility studies and option studies as required to allow high level decisions to be made in relation to the overall estates strategy.

- Act as construction project manager for each project delegated to the post holder, including attendance at all design team meetings, contractor meetings, risk workshops, programme reviews, undertake site inspections, snagging, handover and defects.
Act as the Employers Agent and administer the building contract on each project on behalf of the University. This is to include preparation of valuations, issue of certificates, Contract Instructions, variation requests, extension of time, practical completion certificates, snagging registers, formal notices and inspection reports and offering cost advice in consultation with external design professionals.

Implement and maintain risk registers and other appropriate tools and methodologies that will “flag” departure from the plan to the project management team and the University’s management.

Assist in the development of strategies and responses to mitigate emergent risks and “unplanned” events and to seek to maintain the delivery of the project as planned.

Seek to ensure that the project communication plan is implemented and that all project participants are kept informed.

Ensure that good relations are maintained with adjacent developers and the local authority.

Initiate and support opportunities for staff and student engagement including the development of research opportunities around construction innovation.

Key Result Areas:

- Develop good working relationships and protocols with the internal project management team.

- Maintain good working relationships and protocols with each of the project external consultancy teams.

- Maintain good working relationships with internal and external stakeholders.

- Establish and maintain high levels of credibility with all internal and external design team members, contractors and stakeholders.

- Demonstrate positive attitudes and behaviour and encourage it in others.

- Manage resources effectively.

- Assist in the leadership of workshops, briefings and other “events” to facilitate the development of strategies and solutions to project issues, opportunities and problems.

- Uphold and promote the University’s core values of Excellence, People Focused, Partnership Working, Fairness and Integrity. These values define the principles of how we work together with our staff, students and partners.

- Proactively set up and manage internal and external workshops, briefings and other “events” associated with the Estates Strategy. This includes attendance at University Open Days to promote the Estates function as and when required.
- Support and promote business engagement opportunities at all levels including the promotion of project specific collaboration.

**Person Specification:**

**Qualifications:**
- Bachelor degree in a built environment subject (e.g. architecture; building surveying; quantity surveying etc.)
- A post-graduate qualification in management and /or project management.
- Holds an appropriate full membership of a Professional Institution e.g. Member of the Royal Institution of Chartered Surveyors
- Have extensive post qualification experience at a senior management level within a consultancy or related employer.

**Knowledge and Experience:**

It is likely that the successful candidate will have extensive experience in managing projects and will be able to demonstrate both good management techniques and an emerging ability to develop and implement project management requirements, processes, methods, techniques, tools and guidelines.

The candidate should:
- Be able to lead the consultant and in-house team in the delivery of defined elements of the project.
- Be able to define and present decision-making recommendations to the University.
- Assist in the selection, development and deployment of processes and procedures to deliver the project.
- Be able to manage the in-house team, developing their skills and experience in the process.
- Take responsibility for the co-ordination and delivery of delegated elements of the project in accordance with the project execution plans and the University Estates Strategy.
- Manage the build contract as Employers Agent and Project Manager and act as the University representative with the main contractor, to include specific cost advice in defining the scope of the projects.
- Manage the project programme, construction budget and project risk register for each project.
Personal Skills:
The candidate should:

- Have a good understanding of management within a complex organisation.
- Have a good understanding both in the preparation and control of development programmes and building contracts.
- Have excellent interpersonal skills and the ability to motivate staff.
- Be able to liaise effectively with all stakeholders.
- Be able to develop specification and scoping documents for all elements of the project and for all “inputs” by consultant team members.
- Be able to develop acceptance criteria for all project deliverables.
- Be effective at both written and oral communication in one-to-one and group situations and be able to support presentations to large audiences.
- Be a champion of best practice project management methodologies.
- Support innovation within all aspects of project delivery.
- Have extensive knowledge of cost management techniques.
- Be competent in acting as Employers Agent and Project Manager.
- Demonstrates a commitment to the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.