

## **Capital Project Manager (Estates) – Capital City College Group**

**Location: London**

**Accountable to: Head of Infrastructure Development (HID)**

**Salary: £55,192 - £60,920 per annum (depending on experience)**

### **Job Purpose / background**

To oversee, co-ordinate and manage a number of Estates projects and programmes, with responsibility for external and internal resources and budgets.

Requirement to manage projects ranging from £100,000 upwards to potentially £20m; supporting the Head of Infrastructure Development in appointing and managing appropriate external consultant teams and specialists as necessary. Ability to manage contract process, contractors and construction works on site, with knowledge of compliance related liabilities, and an appreciation of the challenges of working in a live educational environment.

### **Accountabilities**

- Maximise the commercial opportunities for the CCCG, ensuring projects and programmes of estates work are delivered to the highest quality, within programme and budget.
- Strong people interface skills - Accountable for actions of external consultant teams.
- Accountable for accurate and regular reporting through CCCG finance and PMO systems and processes, keeping HID informed of significant risks.
- Ensuring projects are delivered within CCCG plus legislative compliance related to estates work.
- Understanding and responsibility for overseeing and reporting on town planning process.
- Contribute to best practice/ lessons learnt into team and helping to inform improvements to processes.
- Level of autonomy in role required; ability to understand when can make decisions and when escalation/sign off required.

### **Key Responsibilities**

- Key responsibilities include overseeing a number of estates projects within agreed processes.
- Managing of projects from initial prioritisation and briefing, scoping, approvals process, throughout all RIBA stages of delivery.
- Role requires self-motivation and management but with responsibility for regular and transparent reporting to the HID plus working across the wider CCCG and the Estates team to ensure all works are fully co-ordinated.
- To provide support and overall programme and project management responsibility for new build and refurbishment capital projects, as well as smaller long term maintenance works.
- Providing end-user/ stakeholder interface analysing 'needs vs. wants' and ensuring all parties are fully engaged in the project briefing process, ensuring regular communication and updates on progress, delivery, programme, cost and risk throughout the project lifecycle.
- Project and programme management across a number of projects consecutively, with varying scales of budget and complexity. Showing an ability to understand prioritisation of workload and to share this across teams – both internal and external.

- Consultation skills – internal and external stakeholders (including local authorities, statutory bodies as well as neighbours, students and other interested parties).
- The role will include responsibility for both capital and long term maintenance projects – scoping, briefing and delivery across all RIBA work stages with key gateways being followed.
- Ensuring all projects consider ‘soft landings’ integration at all stages.
- Ensuring projects consider all aspects of sustainability at key stages.
- Works proactively to find solutions to project issues with responsibility for delivering projects on time and within budget.
- Analyse and challenge project briefs, budgets and programmes to ensure best value is achieved.
- Ability to think strategically as well as in detail across projects; analysing programmes of work.
- Ability to communicate internally and externally both in written form, verbally and through presentations.
- Work proactively, taking responsibility for actions but ensuring advice sought when necessary.

### **Key Relationships**

- Head of Infrastructure Development, Director/Deputy Director of Estates, and other colleagues within the Estates team
- Education and Curriculum staff (College Vice Principals, Assistant Principals)
- Other departments across the Group (IT/AV, Finance, Procurement)

### **Person Specification**

- Professional Project management qualification preferred.
- Degree and/or HND/ HNC in relevant subject qualification ideal or equivalent.
- Thorough understanding of Construction and Estates related compliance ensuring all works are compliant (CDM/Asbestos etc).
- Knowledge of implementing PMO systems and processes.
- Requisite number of years’ experience in the project and programme management of construction related projects of varying scale and complexity.
- Educational experience preferred.
- Strong team player with people management as well as customer facing skills.
- Experience of managing a diverse stakeholder group, listening, assessing and representing numerous interested parties.
- Ability to successfully lead diverse teams, both internal and external.
- Strong communication skills at all levels; with ability to manage upwards as well as downwards.
- Experience of detailed financial monitoring and reporting.

### **General requirements**

All staff are expected to:

- Work towards and support the Group’s vision and current objectives outlined in the CCCG Strategic Plan.
- Work within the Group’s health and safety policy to ensure a safe working environment for staff and visitors.

- Work within the Group's Diversity Policy to promote equality of opportunity for all staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with all colleagues, college staff, external contacts and visitors.
- Engage actively in the performance review process, and training and development opportunities available.
- Undertake other reasonable duties related to the job purpose required from time to time.

**Other requirements**

- Enhanced DBS check
- Travel in support of the duties of the role
- Work flexibly as required in support of the duties of the role
- Hybrid working model