

**Support and Professional Services**

**Estates & Campus Services**

**Project Manager**

**ZZ003258**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £38,183 to £46,924 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

 <http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Project Manager |
| **Grade:** | 8 |
| **Faculty/Centre:** | Estates & Campus Services |
| **Position Reference No:** | ZZ003258 |
| **Cost Centre:** | 38120 |
| **Responsible to:** | Long Term Maintenance Team Manager / Senior Project Manager |
| **Responsible for:** | Project Management of Estates Projects |
| **Effective date of job description:** | 1/3/16 |

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| **Purpose of Job:**  |
| Project Management of various Capital & Long Term Maintenance Projects.  |

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| **Key Responsibilities:** |
|  1. Project Management of various maintenance, new build & alteration/refurbishment Projects (Capital & Revenue).
2. Compiling & managing Project Teams which may include both Internal & External members. Obtaining Fee Proposals from External Consultants & making Appointments in accordance with University / Legal requirements plus monitoring & managing their performance, including appraising additional Fees claims to assess their validity.
3. Acting as Employer’s Representative where external Project Management has been engaged.
4. Producing Project Client Strategic Briefs & Financial Appraisals, including basic Initial Project Budget Estimates.
5. Generating Project Scopes of Work. Including providing brief for consultants and developing technical requirements for the project.
6. Project Risk Identification including Financial & Commercial. Risk Management strategies.
7. Project Programming including planning to minimize operational disruption & working within tight deadlines, Cost including budgeting, value for money analysis & cash flow management, and Quality control including inspections, witnessing, snagging & de-snagging.
8. Project Reports – Preparation and presentation on progress, financial monitoring and project issues to keep key stakeholders informed.
9. Managing appointed Contractors & working with the Estates Health & Safety Manager to ensure that Projects are delivered in line with CDM Regulations & the University’s Safe Systems of Work (including RAMS) / Health & Safety Policy & Regulations. Obtaining & managing Permits-to-Work along with any necessary isolations where required. Undertaking the role of CDM Principle Designer when appropriate/required.
10. Working with the Estates Environmental & Energy Manager to ensure that Project-related Environmental Management documentation is maintained in line with business & legislative requirements.
11. To obtain quotations for work etc. in accordance with the University’s procedures including responsibility for the compilation of tender documentation and agreement of tender lists. Ensuring Design & Tender documentation is sufficiently robust.
12. Arranging / managing Planning & Building Control Applications.
13. Arranging surveys- Determine types of surveys required for projects. Appoint relevant specialists as required.
14. Assisting with implementation of the Estates Department Long Term Maintenance Programme, so that the University is fully compliant with all relevant Legislation / Standards & that the University’s property is maintained to enhance the Student Experience.
15. Working with Estates colleagues to ensure that Project Design Proposals are fit-for-purpose & consider future Maintenance. Provision of Technical Advice concerning Design & Specifications, etc.
16. Obtaining / maintaining Project / Building / Asset records – including Health & Safety Files / Operation, Maintenance Manuals & As-Built Information. Arranging for Estates Staff & Building Users to receive Demonstrations & Training in the operation of altered / new / refurbished Buildings
17. Assisting with maintenance of the Estates Standard Engineering Specification.
18. Team working, including forming positive working relationships, proactively contributing to the effectiveness & success of the Estates Department.
19. Flexibly work, outside the University’s core hours, if required.
20. Any other duties, which may be of various nature, as may be reasonably required by the University.
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| **Working Relationships (key individuals the job holder would be working with) :** |
| Director of Estates & Campus ServicesDeputy Director of EstatesLTM ManagerSenior Project ManagerStrategic Maintenance ManagerReactive Maintenance ManagerDeans of Faculty & Faculty ManagersHeads of Central Services External Suppliers of Goods & ServicesEstates & Central Health & Safety Management [including Compliance Engineer]Energy & Environmental ManagerHelpdesk TeamHR Staff |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Construction Project Management experience / knowledge.  | E | AF, S |
|  | Knowledge of different Contract Procurement routes.  | E | AF, S |
|  | Knowledge of modern & traditional Construction Types / Technologies.  | E | AF, S |
|  | Knowledge of Change Management principles & procedures.  | E | AF, S |
|  | Knowledge of using MS Office, including Word, Excel & Project + Web Browsers & E-mail Applications.  | E | AF, S |
|  | Knowledge of Construction Health & Safety requirements including CDM Regulations.  | E | AF, S |
|  | Knowledge of Consultant Forms of Appointment.  | D | AF, S |
|  | Detailed knowledge of Contract Forms including JCT & NEC.  | D | AF, S |
|  | Understanding of European Public Procurement procedures. | D | AF, S |
|  | Recent demonstrable knowledge & experience of managing Projects with M&E content.  | E | AF, S |
|  | Experience of managing Building Maintenance programmes.  | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Well proven / competent Project Management skills having led multi-skilled teams.  | E | AF, S |
|  | Ability to develop good working relationships with Colleagues & other University Staff, External Consultants & Contractors.  | E | AF, S |
|  | Excellent literacy and numeracy skills | E | AF,S |
|  | Excellent Communication skills.  | E | AF, S |
|  | Ability to initiate work & respond to demands.  | E | AF, S |
|  | Excellent organizational ability.  | E | AF, S |
|  | Ability to work with a high degree of autonomy and prioritise tasks without the need for extensive supervision | E | AF, S |
|  | Ability to work collaboratively to reconcile differences between different Stakeholders.  | E | AF, S |
|  | Financial Management including ensuring best value & decision making skills.  | E | AF, S |
|  | Ability to think creatively when problem solving.  | D | AF, S |
|  | Experience of project management for a Public Sector Client-Side organization. | D | AF, S |
|  | Ability to work on all project stages including feasibility.  | E | AF, S |
|  | Adaptable.  | D | AF, S |
|  | Dynamic.  | D | AF, S |
|  | Seeking & ongoing continuous improvement.  | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | A Construction-related full Degree & / or full Corporate Membership of a Construction Professional Institution, e.g. CIOB, RICS, RIBA, APM, MBIFM.  | E | AF, S |
|  | Full Driving Licence.  | D | AF, S |
|  | Demonstrable CPD.  | D | AF,S |
|  | CSCS Card.  | D | AF,S |
| **4.** | **Other Requirements** |  |  |
|  | Significant relevant experience in a Construction Project Management role. | E | AF,S |
|  | Experience in Project Managing a variety of different types of Projects ranging in value from £250 to £1m+. | E | AF,S |
|  | Significant experience of managing Budgets. | E | AF,S |
|  | Experience of managing External Consultants. | E | AF,S |
|  | Ability to deal diplomatically with issues and people. | E | AF,S |
|  | Strong ability to work under pressure and to tight deadlines. | E | AF,S |
|  | Honesty, integrity and confidentially. | E | AF,S |
|  | Experience of working in a Higher Educational environment. | D | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height | x |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 | x | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment
 | x | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace stressors (e.g. workload, relationships, job role etc) x |
| 12. Food handling  | 24. Other (please specify)  |

**Line Manager/Supervisor to sign below:**

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| **Signed** |  |
| **Name (block capitals)** | JONATHAN CRANER / CHRIS LUFF |
| **Date** |  |
| **Extension number** | 6667 / 6694 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.