

## Candidate Information

<b>Position:</b>	Estates Manager (Major Projects)
<b>School/Department:</b>	Estates
<b>Reference:</b>	21/108581
<b>Closing Date:</b>	Friday 29 January 2021
<b>Salary:</b>	£41,526 to £51,034 per annum
<b>Anticipated Interview Date:</b>	Wednesday 10 or Thursday 11 February 2021

### JOB PURPOSE:

The Estates Manager will provide specialist estates planning/development and project management expertise to ensure the successful delivery of the University's current Estate Strategy and Corporate Plan. This role will be initially focused on the delivery of the new Queen's University Student Centre project (circa £40m capex) which will encompass the complete redevelopment of the current Students' Union building and site. The role will also include taking forward the delivery of new Major Capital Works Projects (some in excess of £50M) from the University's new 10yr Estate Strategy.

### MAJOR DUTIES:

1. Lead and manage all stages of capital building projects to ensure successful delivery of the Estate Strategy and Corporate Plan objectives.
2. Management of project budgets, specification, quality parameters and programme taking decisive actions to ensure successful project delivery.
3. Deliver successful project outcomes within the context of the University policy, Systems of Control and financial framework.
4. Report to and advise Senior Management on all aspects of project progress, governance and risk.
5. Provide analysis and interpretation of project information and data, including but not limited to, feasibility studies, business cases, design development and contract administration.
6. Lead project teams of internal and external professional staff to ensure the successful delivery of estate/capital projects.
7. Manage the process for obtaining statutory consents for capital projects.
8. Ensure major projects obtain institutional approval within the context of the University's System of Control for Major Projects.
9. Develop outline options for the planning and development of the University Estate. Advise Senior Management on potential feasibility and development options including cost and programme.
10. Lead in the production of feasibility studies and business cases for major capital projects.
11. Using professional expertise and knowledge, critically assess and challenge stakeholder requirements against overall project and/or institutional objectives, managing change where relevant.
12. Report to, and proactively lead and participate in, relevant Estates Directorate working groups contributing to the overall management of the Directorate allowing the development of estate strategy, policy, system of control and practice
13. Ensure professional and high quality service and output standards are maintained and applied on all projects whilst ensuring compliance with all relevant University and regulatory requirements.
14. Keep up to date with developments in own field and the university estate sector generally including appropriate continuing professional development.
15. Carry out other duties in the general ambit of the role as directed by the Senior Estates Manager or Head of Estates Development.

### Planning and Organising:

1. Preparation and management of detailed, dynamic project plans, anticipating and responding to changes as projects evolve, ensuring overall project objectives are successfully delivered.
2. Plan and organise activities and outputs in the context of the Estate Directorate's systems of control.

3. Liaise and interface with stakeholder groups providing relevant management information and progress updates to ensure their understanding of major capital project status and promote full awareness across the Institution.

**Resource Management Responsibilities:**

1. Manage project budget and expenditure to ensure maximum value is obtained for the University Stakeholders.
2. Ensure project plan outputs and work streams are sufficiently resourced initiating corrective actions when required.
3. Manage and coordinate the procurement of consultants and contractors within the time, quality and cost parameters of the project.
4. Manage a project team to ensure the successful project delivery.

**Internal and External Relationships:**

1. Representing the Estates Directorate and acting as principal point of contact for major capital projects. Attend internal and external meetings to ensure that the Department's priorities are appropriately represented and acted upon. Provide professional advice as required.
2. Build and maintain effective working relationships with colleagues and stakeholders across the University to ensure positive outcomes on all aspect of work with specific reference to institutional Core Values.
3. Initiate and manage professional relationships with external consultants, companies and parties engaged in the delivery of major capital projects.
4. Liaise with University Faculties, Schools and Directorates in relation to the planning and development of the University Estate and in relation to delivery of projects and or disputes.
5. Maintain external links with professional bodies or institutions including those within Higher Education.
6. Manage the relationship with public interest groups, resident groups and others demonstrating effective and high quality communication skills.

**ESSENTIAL CRITERIA:**

1. \*Relevant University degree.
2. \*At least 6 years relevant experience in an estates/building project environment to include:
  - Experience of working for or with a large complex organisation
  - Experience of successfully project managing major capital projects (in excess of Â£15m).
  - Experience of leading multi-disciplinary teams in achieving successful project delivery.
3. In the event that you do not meet the criteria listed in Essential criteria points 1 and 2, the University will also accept the following which has been deemed equivalent:
  - \*Substantial vocational and relevant management experience demonstrating management ability in an appropriate professional or specialist capacity in an estates/building project environment to include
    - Experience of working for or with a large complex organisation
    - Experience of successfully project managing major capital projects (in excess of £15m).
    - Experience of leading multi-disciplinary teams in achieving successful project delivery.
4. \*Membership of a relevant professional body (e.g. APM, RICS, CIOB, RIBA etc.).
5. Evidence of successfully managing multiple stakeholders in a capital project environment.
6. Evidence of successful management of project budgets and resources.
7. Use of project management systems and tools in the successful delivery of projects.
8. Full Valid UK Driving Licence.
9. Ability to organise and direct self and others.
10. Good analytical and problem solving capability.
11. Willingness to work flexibly to meet the requirements of the post.
12. Well developed written, verbal communication and interpersonal skills and the ability to produce quality reports and documentation for senior managers and stakeholders.
13. Team leadership skills, with the ability to communicate goals, and engage and motivate colleagues.

**DESIRABLE CRITERIA:**

1. A post-graduate qualification.
2. Experience of administering NEC contracts.
3. Experience of working within Higher Education.
4. Evidence of continuing professional development.