



## WYCOMBE ABBEY

### **Job Description – Construction Project Manager**

- Aim:** Responsible for the provision of project management of a variety of estates development and building and property refurbishment projects for the School.
- Reports to:** The Estates Director
- Hours:** 37.5 hours per week. This job involves full time working hours all year round (including outside of term time) and some weekends. Estates operate a 'one team approach' to the delivery of services and the post-holder will be expected to support and cover for staff in other areas of Estates as necessary
- Salary:** £25,000 - £37,000 dependent upon skills and experience.

### **Key Responsibilities**

#### **General**

- To provide effective, efficient and cost effective management and delivery estates projects from inception, design and specification through to conclusion and occupancy including the agreement of client brief, the preparation of drawings and specifications, applications for Planning Approval and Building Regulations, and the preparation of appropriate health and safety plans, risk assessments, and method statements

#### **Customer Service**

- Act as project specific contact point of liaison with Departments regarding the scope, programming and costs of their requirements to provide a customer focused service. Liaise with parties liable to be affected by the works inside and external to the School, with particular attention to the requirements of long term life cycle implications upon the building maintenance or residual risks the projects may create

#### **Finance**

- Ensure a system of full cost control is developed and applied to all schemes, ensuring the whole projects team implement on all schemes
- To be responsible for and manage those budgets and resources delegated to the post-holder, ensuring effective control procedures are implemented and best value obtained for the School at all times
- Responsible for maintaining the accurate and live position of the School's Estates capital plan and Project Plan in terms of delivery to programme and adjustments where required to reflect changes in the master plan

**Compliance**

- Ensure compliance with the current Construction Design and Management (CDM) Regulations and all other health, safety and environmental legislation in the carrying out of project work for which the post-holder is responsible
- Ensure that individual responsibilities for Health and Safety and Statutory Standards are appropriately identified within the project teams, and that these are managed and monitored in accordance with School policy
- Ensure that appropriate safety procedures required under the Health & Safety at Work Act and any other relevant acts or requirements including the operation of permit to work systems, risk assessments, safe working practices, and safety plans are developed and implemented within each section

**Administration**

- To be lead point for contract administration of projects, providing direction, support and guidance to project team
- Liaise with other members of the Estates management and staff to manage, co-ordinate and programme all elements of projects providing necessary reporting, dissemination and consultation to support the school's maintenance needs
- Responsible for the soft landing and delivery of schemes ensuring a standard procedure is developed and implemented whereby a project is migrated through construction, handover and 12 months of post-delivery to full maintenance integration of the service and maintenance needs of that development
- Responsible for the continual development and implementation of the Project Management procedures, ensuring the whole projects team actively implement on all schemes
- To assist with the assessment and appointment of professional design teams, that will from time to time be required for larger projects
- To undertake regular and ongoing assessment of the overall performance of all works contractors used on site, to ensure that works are carried out in a safe and proper manner, conforming to the appropriate specification, resulting in the value for money provision of facilities, as required from the user's brief
- Responsible for the storage, control and updating of all record drawings, and to take the lead role in storage of all project records

## **Person Specification**

### **Specialist Knowledge and Experience**

- Project Management qualification or equivalent proven track record of managing complex projects to successful completion.
- Experience in project work, design, planning and managing contracts, contractors and consultants to deadlines, budget and completion.
- Proven experience in the management of Health and Safety, collation and assessment of Risk Assessments and Method Statements, and the requirements and application of CDM Regulations.
- General knowledge of Building Regulations, Planning Regulations, good health and safety practice, and relevant building and construction legislation
- Previous experience of working in a boarding school environment is desirable.
- Thorough and advanced working knowledge of Microsoft Office (particularly Word, Excel, Project and Outlook) and AutoCad.

### **Leadership**

- Able to lead by example and demonstrate authority, respect and trustworthiness.
- High standards of discipline and integrity.
- Able to exercise total discretion and uphold confidentiality.
- Experience of undertaking annual staff reviews.
- Able to supervise allocation of workload and to monitor smart use of resources.

### **Attention to detail**

- Able to provide a high standard of administrative work.

### **Team working**

- Able to develop effective and supportive relationships with colleagues, both internal and external both in terms of social interaction and positive support with team workload.

### **Customer focus**

- Able to build rapport easily, put the customer first and work hard to meet their needs.

### **Communication**

- Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience. Pro-active in advising colleagues of the status of tasks and due key information.
- A confident communicator, able to instruct the Estates and maintenance/services contractors in the allocation and monitoring of their work as required.

### **Organisation**

- Able to organise time effectively, creating work schedules, prioritising workload and meeting deadlines.
- Able to use initiative and to work unsupervised.

### **Flexibility**

- Able to successfully adapt to changing demands and conditions.
- Practical and pragmatic; prepared to work outdoors on occasions.

**Special conditions**

- The post is conditional to an Enhanced level DBS check.

**Child Protection Statement:**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

**The School values of Mutual Respect, Encouragement and Trust (MET) should be followed to enhance working relationships and to benefit the whole School community.**