Head of Project Management
Directorate of Estates & Campus Services

Closing date: 2 May 2018
Interview date: 4 June 2018
Vacancy reference: 6584
INTRODUCTION

As part of the newly revised structure within DECS this role will report to the Director of Estates Development. The post holder will have responsibility for managing the delivery of the capital programme and will line manage a team of Project Managers and relationships with external consultants.

This is an exciting time at the University of York, with the upcoming release of the Estates Masterplan, which will transform the University campus into a modern, innovative seat of learning and research, fit for the 21 century. The post holder will play a key role in the delivery of the masterplan, with responsibility for ensuring that projects are delivered to time and cost while meeting stakeholder requirements.

The post holder will form part of the management team within DECS and will assist the Director of Estates Development in the developing of staffing requirements, deciding on all consultant and contractor appointments, training and development of the Estates Development team and maintenance of Health, Safety and Risk management in the capital programme.

Stephen Talboys,
Director of Estates and Campus Services
Main purpose of the role

To manage major projects, co-ordinating project team resources and tasks to achieve the required deliverables and milestones; to act as an advisor to senior managers on policy and strategic issues which rely on the successful outcomes of projects

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Be a proactive member of the Directorate Management Team, jointly owning key decisions that best support delivery of the University’s strategies.
- Support the Director of Estates Development in delivery of the Campus Masterplan and in creating an excellent environment to work, study and live in.
- Build strong and productive relationships with faculties, academic departments, student groups, other professional services and external stakeholders so that needs are well understood and translated into logical projects.
- Build strong relationships with procurement colleagues and with supply chains to ensure that value for money and fit for purpose delivery models are in place.
- Oversee delivery of all projects, ensuring clear project briefs are in place and projects are delivered to the agreed cost, time and quality dimensions within the brief and are able to achieve the intended benefits.
- Work with Head of Masterplan Development to ensure physical changes to the campus from the projects are properly considered and are widely consulted on to minimise disruption to the operation of the University.
- Work with the Head of Masterplan Development to ensure that project information is kept accurate, up to date, and well presented to allow appropriate oversight by key stakeholders of decision making, approvals, progress and benefits realisation.

General

- Manage project scoping, planning, initiation, development, review and completion processes, to achieve stated deliverables and milestones
- Be a key enabler of change, by translating plans into action
- Manage project finances and associated issues/ risks
- Lead multidisciplinary project teams, providing vision and strategic direction
- Provide effective management reporting to the Director of Estates Development
- Act as a representative and ambassador for the project in relationships with key stakeholders, internal departments and external bodies
- Represent the Directorate on relevant project boards and steering groups to ensure the best possible project outcomes, consistent with the principals of the campus masterplan.
- Develop and maintain agreed project plans, defining criteria for control and management of the project and assessment of risk
- Generate ideas for new projects, prepare project briefs/plans and obtain the appropriate support
- Maintain professional contacts, interest and knowledge in the development of the subject area
- Ensuring staff, consultants and contractors comply with the University’s health and safety requirements
- Ensuring the University and contractors comply with their obligations under the Construction Design Management regulations
- Managing projects in line with the agreed governance gateway principles
JOB DESCRIPTION

To be responsible for:

- Ensuring close working relationships with the University’s appointed external project managers.
- Liaison with other relevant Project Managers.
- Managing the work of the Project Managers and Assistant Project Managers, minor works project managers and clerk of works.
- Supporting management and delivery of annual capital budget of approximately £20m per annum.

Working Relationships

- Report directly to the Director of Estates Development and will deputise across the full range of that role during their absence.
- Provide the lead on many capital schemes in line with the Campus Masterplan and also coordinate under the direction of the DoED capital expenditure to deliver the best possible project outcomes.
- Will take responsibility for the management of relevant University framework agreement(s) on behalf of the DoED and will ensure that this arrangement(s) remain current, provides value for money and that performance management of framework contractors is regularly monitored and maintained.
- Will be required to attend the executive meetings, steering groups and project boards and Estates Committee in order to update stakeholders regarding specific capital schemes and projects.

Duties and Responsibilities

- Leads a number of strategic projects and infrastructure projects on behalf of the Directorate of Estates and Campus Services.
- Works closely with the DoED to devise and maintain appropriate governance structures, policies and procedures to ensure the effective and compliant delivery projects.
- Manages and maintains the University’s Professional Service’s Framework Agreement with the support of the Procurement Department.
- Ensures that appropriate Key Performance Indicators are developed, monitored and maintained in relation to Professional Services Framework Agreement. Will regularly report and provide evidence of performance for all contractors.
- Prepare appropriate reports for the DoED and attend appropriate meetings and committees as required.
- Has managerial responsibility for project managers, assistant project managers and other staff within the Estates Projects Team.
- Takes operational responsibility for the effective delivery of capital projects from inception to completion and occupation.
- Under the direction of the DoED, will lead on formulation of appropriate project management structures and procurement strategies, selection of project teams, managing the appropriate projects to provide progress and review meetings and reports so that the organisation can ensure that aims and objectives are delivered within agreed parameters, legislation and procedures.
- Takes responsibility for ensuring that training for all staff with the post holders responsibility have received and maintained current and appropriate training, in particular training in relation to statutory requirements.
- Works closely with colleagues within the Directorate of Estates & Campus services (DECS) to ensure that training is made available and that staff within their team attend and maintain a current portfolio.
- Under the direction of the DoED, will develop specific areas of the specifications and design, intended to inform contractors of development standards and requirements of the University of York.
- Ensure that the organisation complies with and meets best practice in relation to Health and Safety Procedures and other relevant legislation.
- Works closely with the DECS Management Accounting team to ensure that projects are delivered within budget. Undertakes regular monitoring and periodic reports to ensure the producing of high quality up to date financial reports.
- Ensures that new building developments under the management of the Project Managers are handed over to The University of York as a client to the required
standard and with appropriate documentation.

- To ensure that potential for defects liability is reported upon within the agreed period to the DoED and takes action in accordance with the reports.

- Works with the DoED in relation to implementing The University of York’s agreed strategies.

- Works with the DoED to ensure annual performance reviews and objectives are agreed with all staff with the areas of responsibility and that staff are developed through training needs assessment.

**Continuing Professional Development**

- The post holder is required to participate and demonstrate ongoing continuous professional development.

- The post holder is required to participate within the University’s performance Review process and work towards meeting identified development needs.

**Risk Management Health & Safety**

- The post holder has a responsibility to themselves and to others in relation to managing risk and health and safety. They are required to work within the policies and procedures laid down by The University of York and ensure that assurance systems are in place for all of those higher risk activities which are the responsibility of the post.

- Undertake such duties as maybe discussed and agreed with the DoED from time to time.

*The post holder will be required to be flexible according to the needs and resources of the University and maybe requested to undertake other duties as appropriate to the grade of post.*
# PERSON SPECIFICATION

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level, or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>Project management qualification or equivalent experience</td>
<td>Desirable</td>
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<tr>
<td><strong>Knowledge</strong></td>
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<tr>
<td>Detailed knowledge of managing a budget, authorising and reporting on expenditure against the budget</td>
<td>Essential</td>
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<td>Thorough understanding of the principles of project and people management</td>
<td>Essential</td>
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<td>Familiarity with principles of change management, experience of process improvement implementation</td>
<td>Essential</td>
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<td>Knowledge and understanding of project health, safety and risk management within a live estates/construction environment and the requirements of complying with the CDM Regulations</td>
<td>Essential</td>
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<td>Working knowledge of the planning processes associated with site development and building construction</td>
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<td>Familiarity with public procurement procedures</td>
<td>Essential</td>
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<td>Good knowledge of HR policies and procedures</td>
<td>Desirable</td>
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<td>Knowledge and understanding of the impact of change and best practice in change control and project governance gateways</td>
<td>Essential</td>
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<tr>
<td><strong>Skills, abilities and competencies</strong></td>
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<tr>
<td>Able to line manage a team, providing leadership, support, motivation and direction</td>
<td>Essential</td>
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<td>Ability to influence and negotiate in a confident and professional manner, with excellent communication skills, (written and verbal) to interface appropriately with students, academics and external stakeholders</td>
<td>Essential</td>
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<td>The ability to analyse and solve complex problems with multiple stakeholders</td>
<td>Essential</td>
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<td>Able to: review strategic and operational procedures and processes; ensure they are fit for purpose and maximise efficiency; make recommendations for improvements as identified and implement agreed change</td>
<td>Essential</td>
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<td>Proven ability to correctly prioritise a broad range of requests from many customers, both internal and external</td>
<td>Essential</td>
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<td>Ability to write clearly, concisely and persuasively, for grant applications, reports and publications</td>
<td>Essential</td>
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<td>Strong IT skills: including word processing, email and expertise in spreadsheets</td>
<td>Essential</td>
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<td>Well-developed oral and written communication skills, with the ability to provide detailed advice and guidance on specialist defined processes and procedures to internal and external contacts</td>
<td>Essential</td>
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<td>A high degree of attention to detail</td>
<td>Essential</td>
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<td>Excellent problem-solving skills</td>
<td>Essential</td>
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<td>Able to work to tight deadlines; able to manage multiple projects and operational duties simultaneously; able to prioritise workload within these and manage the expectations of stakeholders</td>
<td>Essential</td>
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<td>Able to build good working relationships and liaise at all levels within and outside the University</td>
<td>Essential</td>
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PERSON SPECIFICATION

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<tr>
<th>Experience</th>
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<tbody>
<tr>
<td>Leading large, complex, collaborative projects with a range of stakeholders</td>
<td>Essential</td>
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<td>Experience of working in collaborative across a diverse workforce</td>
<td>Essential</td>
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<td>Experience of providing leadership, support, motivation and direction to a multi-disciplinary team</td>
<td>Essential</td>
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<td>Managing project teams; line-managing staff</td>
<td>Essential</td>
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<td>Setting up new projects and instigating appropriate procedures and systems</td>
<td>Essential</td>
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<tr>
<td>Experience of reviewing strategic and operational procedures and processes; ensure they are fit for purpose and maximise efficiency; make recommendations for improvements as identified and implement agreed change</td>
<td>Essential</td>
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<tr>
<td>Managing project finances</td>
<td>Essential</td>
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<td>Experienced in performance management and monitoring</td>
<td>Essential</td>
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<tr>
<td>Lead role in the design, delivery, commissioning and handover of multiple major construction capital projects</td>
<td>Desirable</td>
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<tr>
<th>Personal attributes</th>
<th>Essential</th>
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<tr>
<td>Motivated and self-reliant; comfortable working alone or in large, cross-disciplinary teams</td>
<td>Essential</td>
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<td>A proactive, adaptable and energetic approach to developing and delivering projects</td>
<td>Essential</td>
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<td>Pragmatic, results-driven and resilient</td>
<td>Essential</td>
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<tr>
<td>Motivated and self-reliant; comfortable working alone or in large, cross-disciplinary teams</td>
<td>Essential</td>
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<td>Committed to personal development and updating of knowledge and skills</td>
<td>Essential</td>
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<td>Demonstrable ability to deal with business development aspects of the role</td>
<td>Essential</td>
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<td>Political and commercial acumen</td>
<td>Essential</td>
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<tr>
<td>Able to work to tight deadlines; able to manage multiple projects and operational duties simultaneously; able to prioritise workload within these and manage the expectations of stakeholders</td>
<td>Essential</td>
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<td>Resilient, able to work well in a fast changing environment and with conflicting priorities</td>
<td>Essential</td>
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<tr>
<th>Additional personal attributes</th>
<th>Essential</th>
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<tr>
<td>The Directorate of Estates and Campus Services (DECS) has developed a set of core values that promote dignity and respect for all. All members of DECS are expected to adhere to these values and therefore the following personal attributes are essential. A full copy of our values can be found on our website: DECS values</td>
<td></td>
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<tr>
<td>Be honest, consistent and fair in all dealings with colleagues and be welcoming and inclusive to others.</td>
<td>Essential</td>
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<td>Have strong team spirit and pride in your standard of work.</td>
<td>Essential</td>
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<td>Value colleagues and support their commitment to behaviour that is consistent with DECS core values.</td>
<td>Essential</td>
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Our mission within the Directorate of Estates and Campus Services (DECS) is to create an excellent environment in which to learn, live and work.

Our role is ‘to provide services and facilities to the core business of the University and the wider University community’. We monitor service levels, ensuring that we deliver these safely, to a high quality, and in a timely manner to meet the University’s operational needs.

DECS is split into three main areas of service delivery, each overseen by a Director:

**Estates Operations**

Are responsible for providing a ‘fit for purpose estate’, ensuring:

- well-planned operations and maintenance of the University's Buildings and Grounds, whilst meeting environmental sustainability objectives;
- the efficient provision of requisite infrastructure and of utility supplies;
- that the University’s Estate meets health, safety and other statutory compliance requirements.
- the effective management of the University's property portfolio.

**Estates Development**

Leads the sustainable development of the campus:

- setting out the vision, master plan framework, estate strategy and design standards for the campus;
- forms and manages the programme of investment projects, including for new buildings, infrastructure and the refurbishment of existing assets to meet the needs of the University

**Campus Services**

Oversees a range of critical services to deliver a great experience for students, staff and hosted businesses:

- ensuring the efficient allocation of University space through managing the University's residential accommodation service, learning spaces (timetabling, room bookings and audio visual technology), space audit and space planning activity;
- providing effective facilities services including cleaning, travel and mail room services;
- leading highly-engaging customer relationship teams, through operating a range of receptions, and the Facilities Helpdesk;
- ensuring teams in business systems, marketing and communications, recruitment, training and general administration support the best possible decision making across DECS.

DECS is the largest of any of the University Departments and we appreciate that successful service delivery can only be realised through motivated staff. To this aim DECS has developed a set of core values that promote dignity and respect for all. All members of DECS are expected to adhere to these values. A full copy of the values can be found at: [DECS Values](#)

Finally DECS is developing a Quality Management System that will promote an environment that encourages continuous improvement. All members of DECS are encouraged to examine the services we deliver and look at ways of making them better and more efficient.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6584
- Complete the online application form

You will need to submit your completed application by midnight (GMT) on 1 May 2018.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

For an informal discussion about the role, please contact Liz Gatheral (Director of Estates Development) via email at liz.gatheral@york.ac.uk.

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835