Development Manager (Projects)

**Department:** Directorate of Estates and Campus Services

**Hours of work:** Full time, 37 hours per week

**Contract type:** Open

**Salary:** Grade 8, £51,034 - £59,135 a year
Introduction

As part of the newly revised structure within the Directorate of Estates and Campus Services (DECS) this role will report to the Head of Estates Planning (HoEP). The post holder will have responsibility for managing the delivery of the capital programme to time and budget and will line manage a team of Project Managers and relationships with external consultants.

The upcoming release of the Estates Masterplan will transform the University campus into a modern, innovative seat of learning and research, fit for the 21st century. The post holder will play a key role in the delivery of that 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 HoEP and Director of Estates Development in the development of staffing requirements, decisions 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.

Main purpose of the role

To manage major projects, coordinating 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 HoEP and 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 and productive relationships with other DECS teams to ensure that there is an inclusive and holistic departmental approach to the design and delivery of the master plan and other Development plans
- 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 the HoEP and Development Manager (Design) 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
- 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
• Procure and lead multidisciplinary project teams, providing vision and strategic direction
• Provide effective management reporting to the project management board or other project governing body
• Act as a representative and ambassador for the project in relationships with key stakeholders, internal departments and external bodies
• 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
• Be a positive champion for managing risk and ensuring the highest possible standards of health, safety and environmental management are in place.
• Undertake any additional duties as appropriate to the grade of the post and as directed by the Director of Estates Development
## Person specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level, or equivalent experience in a design and/or construction related subject. (eg architecture, design, building surveying)</td>
<td>Essential</td>
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<td>Project management qualification or equivalent experience (Prince, MAPM etc)</td>
<td>Essential</td>
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<tr>
<td>Knowledge</td>
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<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>
<td>Essential</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>Desirable</td>
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<td>Skills, abilities and competencies</td>
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<td>Able to line manage a team, providing leadership, support, motivation and direction</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>Ability to write clearly, concisely and persuasively, for grant applications, reports and publications</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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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

Able to build good working relationships and liaise at all levels within and outside the University

**Experience**

Leading large, complex, collaborative projects with a range of stakeholders

Managing project teams; line-managing staff

Setting up new projects and instigating appropriate procedures and systems

Managing project finances

**Personal attributes**

Motivated and self-reliant; comfortable working alone or in large, cross-disciplinary teams

A proactive, adaptable and energetic approach to developing and delivering projects

Pragmatic, results-driven and resilient

Committed to personal development and updating of knowledge and skills

**Additional personal attributes**

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](#)

Be honest, consistent and fair in all dealings with colleagues and be welcoming and inclusive to others

Have strong team spirit and pride in your standard of work

Value colleagues and support their commitment to behaviour that is consistent with DECS core values