

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Luminate Education Group
Core Job Role:	
Job Title:	Construction Project Lead
Reports to:	Group Director of Capital Projects
Grade	D
Date of compilation:	April 2024

ROLE SUMMARY:

Assist with and be responsible for the management, development and delivery of Capital Projects within the delegated levels, including: establishing initial brief, working with design colleagues to formulate RIBA Stages 1-2 or 3, working with procurement colleagues to procure resources, construction, monitoring budgets, practical completion and proposal of final accounts and the general day-to-day running of a project supported by the Capital Project Managers.

SPECIFIC ROLE RESPONSIBILITIES:

- Deliver an exemplary, customer-focused Capital Projects service.
- Work collaboratively and consultatively with Facilities, Property and Maintenance, Safety and Health and the Environment team to ensure the service proactively supports managers and employees.
- Contribute towards service cross-functional projects and work streams.
- Improve and maintain internal relationships with other Group Shared Services functions such as MIS, Finance, IT, HR, Property and Maintenance, Capital Projects & Student Recruitment and Marketing.

CORE RESPONSIBILITIES:

- Assist with and be responsible for the management, development and delivery of Capital Projects within the delegated levels, including: establishing initial brief, working with design colleagues to formulate RIBA Stage 1-2 or 3, working with procurement colleagues to procure resources, construction, monitoring budgets, practical completion and proposal of final accounts and the general day-to-day running of a project supported by the Capital Project Managers and Group Director of Capital Projects.
- Liaison with user departments and external project teams to ensure projects meet the college's needs and expectations.
- Support the appropriate procurement of the project, equipment, fixtures and fittings in accordance with the college's financial regulations.
- Providing advice and guidance to college staff on the Group approach towards Capital Projects.
- Monitor and report to the Design Manager on the design development process to ensure appropriate levels of space utilisation in accordance with the Group's specific requirements, Building Bulletin and other regulations are met, including issuing of derogation schedules for approval by the Head and Group Director of Capital Projects.
- Support all stakeholders throughout the project lifecycle and ensure their requirements are achieved in line with agreed project objectives.
- Support lessons learned sessions following post-project reviews and implement recommendations.
- Ensure compliance with statutory responsibilities and maintain records as required.
- Represent the Capital Projects Directorate at meetings as appropriate.
- Provide regular written and verbal reports and updates on the current status of capital projects in line with reporting guidelines.
- Assist with the execution of NEC4 PM Services (internal).

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Construction Project Lead
Department	Capital Project

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Degree or equivalent qualification, or demonstrable experience	A / C
E	Q2. Literacy and Numeracy at minimum Level 2.	A / C
D	Q3. Membership ideally to Chartered level) of an appropriate professional body in a Project Management or willing to undertake examination.	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. The ability to communicate effectively, in writing and orally, with people at all levels of an organisation.	A / I
E	EK2. Assertive, confident and diplomatic.	A / I
E	EK3. Effective self and time management skills.	A / I

E	EK4. Flexible approach to working hours and prepared to work outside normal hours on occasion.	I
D	EK5. Demonstrable experience in a similar role delivering projects from inception to completion.	A
D	EK6. Knowledge of construction practices, processes and techniques.	A / I
D	EK7. Experience of or understanding of standard forms of building/engineering contracts.	A / I
D	EK8. Experience of the procurement and management of external consultant services.	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Interpersonal and Communication skills. Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing.	I
E	SC2. Influencing skills. Takes effective action to affect the behaviour and decisions of other people.	I
E	SC3. Critical thinking. Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	I
E	SC4. Self-management and learning. Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviour.	I
E	SC5. Achievement and Action. Focuses on making progress, achieving results. Keen to get going and keep going.	A / I
E	SC6. Initiative and innovation. Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways.	A / I
E	SC7. Strategic perspective. Ability to think broadly, analyse the big picture and value diverse perspectives.	A / I

E	SC8. Capacity for change. Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty.	A / I
E	SC9. Enduring Resilience. Continually exuding optimism and a 'can do' attitude.	I
D	SC10. Professional and Technical Knowledge. Has a good command and use of relevant professional / knowledge and job-related knowledge and skills.	I
D	SC11. Organisational and Education sector knowledge. Effective knowledge of the college and an appreciation of the wider educational issues.	I
D	SC12. Emotional Intelligence. Understand the benefits of different leadership/management styles.	A
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I