

Job Description

Group Member:		Luminate Group Services	
Job Title:		Head of Department	
Reports to:		Head of Capital Projects	
Job Grade	Spot Point	Department	Capital Projects

ROLE SUMMARY:

You will be pivotal in the provision of formulation and promotion of the capital works programme, its vision, roadmap/pipeline and delivery methodology in conjunction with colleagues in other departments, complying with statutory and funding requirements. You will bring innovation, drive, and leadership to the delivery of capital projects, setting even higher standards for the department and managing the transition to new ways of working.

You will be responsible for project monitoring and the provision of reports detailing project costs, compliance to standards or derogations, cashflow and variance to the original project scope brief in accordance with the group's financial and procurement regulations as well as statutory, and governmental standards and policies.

SPECIFIC ROLE RESPONSIBILITIES:

1. You will promote the vision of internal and integrated project delivery using available resources as necessary, highlighting the specialist knowledge an internal team can bring to the delivery process.
2. You will deliver professional project management services to ensure the effective delivery of assigned capital projects/programme in accordance with industry best practice and agreed procedures, ensuring work is carried out in an effective, efficient manner.
3. You will provide a seamless integration of the strategic vision and tactical delivery.
4. You will play an integral role in the identification, determination and evaluation of projects for inclusion in forward programmes and lead on the development of project processes and the development of design standards, systems and processes
5. Ability to participate in evening/weekend work as required

CORE RESPONSIBILITIES:

1. Be responsible for the management of assigned projects and programmes through all RIBA workstages, ensuring that objectives, deliverables, timescales and budgets are clear, documented and understood within the group and external project teams.
2. Work with stakeholders to develop their requirements aspirations and constraints

to develop project/programme briefs.

3. Provide advice on procurement strategies for project team assembly including advisors, designers and contractors aligning current external market conditions, programme and risk and ensuring compliance with group financial regulations and the Procurement Act 2023.
4. Be responsible for establishing and implementing project processes to proactively manage cost, risk, issues and change, documenting decisions and approvals through robust gateway stages.
5. Be responsible for the development and implementation of robust project handover procedures ensuring a seamless transition from construction into operation and ensuring that projects are formally closed out in a timely manner with a focus on lessons learned to drive a culture of continuous improvement.
6. Carry out sufficient work to establish the key elements of a project brief and its deliverables to allow the identification of preliminary cost estimates for forward budget planning purposes and possible future pipeline of work including contributing to funding bids.
7. Research, identify and agree the requirements for Luminate Education Group and liaise with otherspecialists such as ITSS, Estates & Facilities and Curriculum Teams in relation to specific proposed building projects their function and deliverables.
8. Supervise consultants in producing detailed project proposals and subsequently oversee the consultants in managing project procurement and delivery to practical completion.
9. Proactively manage all financial aspects relating to projects/programmes including budgeting, forecasting and cashflow, reporting on project costs at pre-tender and tender stages.
10. Ensure compliance of project deliverables with statutory and funding requirements, proactively identifying and managing potential derogations to or conflicts between requirements.
11. Prepare reports and board papers and submit monthly project reports for internal and external capital team meetings, and for progress monitoring meetings with the Group Director of Capital Projects including the preparation and presentation of reports as and when needed.
12. Ensure that all project design proposals and project delivery strategies support the group safeguarding procedures.
13. Deputise for the Group Director of Capital Projects as required.
14. Any other duties that are specific to the department
15. Assistance in the preparation, support and participation of examinations and invigilation across the Group
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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 Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Ownership

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Head of Capital Projects
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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 personal statement section of the application form.

Each criteria is marked with whether it is 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, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to degree level with membership of one of the following professional bodies or membership of a professional body of comparable standing: Royal Institution of Chartered Surveyors (MRICS), Chartered Institute of Building (CIOB), Royal Institute of British Architects (RIBA), Chartered Institute of Building Services Engineers (CIBSE).	A / C / I
E	Q2: NEC4 Qualified or with demonstrable knowledge of managing NEC projects	A / C / I
D	Q3: Demonstrate knowledge of DfE S24 Standards or extensive experience of ensuring compliance with technical requirements and design guides.	A / I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1.Experience of delivering complex projects within occupied buildings and maintaining functionality by managing and minimising disruption to users	A / I
E	EK2. Experience of managing complex technical relationships between client, consultant, and contractors	A / I
E	EK3 Sound understanding of the Disability Discrimination Act 2005 Part III, and of incorporating accessibility compliance works within building projects and/or Construction Design & Management Regulations	A / I
D	EK4 Experience of working in the public sector and effective knowledge of the Group and an appreciation of the wider educational issues	A / I
E	EK5 Previous project management experience with ability to plan, manage risks and opportunities, and the management of resources, to deliver projects within timeframes and budgetary requirements.	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 / P
E	SC2. Influencing skills. Takes effective action to affect the behaviour and decisions of other people. Understanding the benefits of different leadership and management styles.	I
E	SC3. Critical thinking ability to make sense of complex issues and analyse the big picture to	A / I

	identify and solve problems and to think on one's feet.	
E	SC4. Self-management and learning. Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours. Criteria	A / I
E	SC5. Achievement and Action. Focuses on making progress, achieving results. Keen to get going and keep going.	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. Capacity for change. Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty. Criteria	I

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