

Group Member:		Luminate Education Group	
Job Title:		Level 4 Apprentice Project Manager	
Reports to:		Head of Capital Projects	
Job Grade	Apprenticeship Rates	Department	Capital Projects

ROLE SUMMARY:

Support and deliver the day-to-day management of capital projects within delegated levels of responsibility. Role to include liaison with user departments, external project teams and suppliers to ensure projects meet the college's needs and expectations. Support the appropriate procurement of the project, equipment, fixtures and fittings in accordance with delegated levels of authority.

Alongside your role you will work towards a Level 4 Associate Project Manager Apprenticeship.

SPECIFIC ROLE RESPONSIBILITIES:

1. Providing advice and guidance to college staff on the Group approach towards capital projects.
2. Communicate and consult with user departments to ensure the appropriate levels of engagement.
3. Ensure Directorate processes and procedures are applied throughout the project lifecycle.
4. Monitor and report to the Head of Capital Projects on the design development process to ensure appropriate levels of space utilisation in accordance with the Group's specific requirements.
5. Support all stakeholders throughout the project and ensure their requirements achieved in line with agreed objectives
6. Support lessons learned sessions following post project reviews and implement recommendations
7. Ensure compliance with statutory responsibilities and maintain records as required.
8. Represent the Capital Projects Directorate at meetings as appropriate.
9. Provide regular written and verbal reports and updates on the current status of capital projects.

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 relational 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

Ownership

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

Enjoyment

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

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

Creative

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

Person Specification

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Department	Capital Projects

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, GCSE-level qualifications in English and Maths	A / C
D	Q2. Completion of a Level 3 qualification	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment

D	EK1. Knowledge of project management tools to support the successful delivery of construction projects.	A / I
D	EK2. Knowledge of construction practices, processes and techniques	A / I
D	EK3. Knowledge of or understanding of standard forms of building/engineering contracts	A / I
D	EK4. Experience of working within a team to achieve objectives	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	SC1. Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing	A / I
D	SC2. Able to make sense of complex issues, identify and solve problems and to think on one's feet	A / I
E	SC3. Able to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours	A / I
E	SC4. Focused on making progress, achieving results. Keen to get going and keep going	A / I
D	SC5. Able to create and appreciate new ideas and perspectives, sees possibilities and challenges established practices in constructive ways	A / I
E	SC6. Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty	A / I

E	SC7. Understands the benefits of different leadership / management styles.	I
E	SC8. Continually exudes optimism and a 'can do' attitude	A / 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