

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:	Construction Project Manager
Job Title:	Construction Project Manager
Reports to:	Group Director of Capital Projects
Grade	LEG F to G based on experience and knowledge
Date of compilation:	February 2024

ROLE SUMMARY:

Liaise 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 delegated levels of authority Provide advice and guidance to college staff on the Group approach towards capital projects. Communicate and consult with user departments to ensure the appropriate levels of engagement.

SPECIFIC ROLE RESPONSIBILITIES:

- Act as the key point of contact for all members of a construction project (engineers, architects, construction team) with the support and assistance of Capital Project Leads.
- Plan the timeline for all construction operations and schedule key milestones to Job Description ensure deadlines are met.
- Undertake building visits to identify the scope of proposed works.
- Identify the requirements for Luminate Education Group and liaise with other specialists such as ICT, Facilities and Curriculum Teams in relation to specific proposed building projects.
- Facilitate the review and compilation of all contract documentation.
- Establish and coordinate the formal and informal communication structure and procedures for the construction process. Prepare project execution plans and project initiation documents (PEP and PIDs).
- Review and report changes and variations that arise.

CORE RESPONSIBILITIES:

- Assist with and be responsible for the management, development and delivery of Capital projects within the delegated levels, including: establishing initial brief, overseeing design stages, procurement, construction, monitoring budgets, practical completion and proposal of final accounts the day-to-day delegated levels of responsibility.
- 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 delegated levels of authority.
- Providing advice and guidance to college staff on the Group approach towards capital projects.
- Communicate and consult with user departments to ensure the appropriate levels of engagement.
- Monitor and report to the Design Managers on the design development process to ensure appropriate levels of space utilisation in accordance with the Group's specific requirements.
- Support all stakeholders throughout the project and ensure their requirements achieved in line with agreed 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.
- Be responsible for the delivery of capital & large revenue projects and support the creation of the initial brief, the construction phase to practical completion, and final account stage.
- Promote the vision of Capital Projects and take an active role in ensuring the Shared Services Operating Model is embedded successfully
- Be responsible for the onsite delivery and H&S of capital & large revenue projects and support the creation of the initial brief, the construction phase to practical completion, and final account stage.

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 our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

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

Energy & enjoyment

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

Creative & reflective

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

Passion & ambition

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

Collaborative & responsive

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

Person Specification

Job Title:	Construction Project Manager
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. 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. Demonstrable experience in a similar role delivering projects from inception to completion.	A / I
E	EK2. Knowledge of construction practices, processes and techniques.	A / I
E	EK3. Experience of or understanding of standard forms of building/engineering contracts.	A / I
E	EK4 Experience of the procurement and management of external consultant services	A / I

E	EK5. The ability to communicate effectively, in writing and orally, with people at all levels of an organisation	A / I
E	EK6. Assertive, confident and diplomatic.	A / I
E	EK7. Effective self and time management skills.	A / I
E	EK8. Flexible approach to working hours and prepared to work outside normal hours on occasion.	I
D	EK9. Experience of working on education projects in the FE sector	A
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Professional and Technical Knowledge. Has a good command and use of relevant professional / knowledge and job-related knowledge and skills?	I
E	SC2. 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	SC3. Influencing skills. Takes effective action to affect the behaviour and decisions of other people	I
E	SC4. Critical thinking. Ability to make sense of complex issues, identify and solve problems and to think on one's feet	I
E	SC5. Self-management and learning. Ability to maintain appropriately directed energy	I
E	SC7. Achievement and Action. Focuses on making progress, achieving results. Keen to get going and keep going.	A / I
E	SC8. Initiative and innovation. Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways	A / I
E	SC9. Strategic perspective. Ability to think broadly, analyse the big picture and value diverse perspectives	A / I
E	SC10. Capacity for change.	A / I

	Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty	
E	SC11. Enduring Resilience. Continually exuding optimism and a 'can do' attitude.	I
D	SC12. Organisational and Education sector knowledge. Effective knowledge of the college and an appreciation of the wider educational issues.	I
D	SC13. 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