

Job Description

Job Title:	Capital Projects Manager
Location:	Luminate Education Group – any campus Expected to travel to all sites in the group
Salary:	LM1 to LM2 (based on knowledge, experience & demonstrable staff management)
Reports to:	Head of Capital Projects
Staff responsibilities:	Capital Project Leads
Working hours:	37 hours per week
Probation period:	6 Months subject to periodic reviews
Special conditions of the post	Occasional evenings and weekends may be required
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	March 2023

CORE RESPONSIBILITIES:

- 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.

Construction Management:

- 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 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 co-ordinate 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.
- Supervise the work of contractors, internal and external resources as required.

- Obtain permits and licenses from appropriate authorities and ensure all building projects comply with requirements in connection to planning permission, Building Regulations, CDM Regulations and all relevant health and safety considerations.
- Engage colleagues in the Property and Maintenance Team, so that they are appropriately informed and ensure that record drawings, Health and Safety files and operation and maintenance manuals are available at the completion of every project.
- Participate in formal post project reviews to establish the extent to which schemes have met their stated objectives, have been delivered in accordance with the agreed brief, have addressed internal stakeholders' realistic expectations, and that future lessons learned have been identified.

Procurement:

- Support the assessment of resources required to deliver the project and work within approved budgets.
- Prepare a procurement programme for approval by the Head of Procurement and Group Director of Capital Projects.
- Assist with the tender process in accordance the Group procurement policy and prepare briefing information to facilitate the commissioning of external consultants and suppliers.
- Facilitate the approval of contracts with external suppliers.

Planning and Reporting:

- Prepare and submit monthly project review reports for internal capital team meetings, and for progress monitoring meetings with the Head of Capital Projects.
- Review projects on a daily basis to ensure quality construction standards exist and estimates remain within budget.
- Plan and prioritise workload effectively to ensure that critical project milestones are achieved and report where there is variance.
- Ensure adherence to all health and safety standards and report issues.

DEPARTMENTAL RESPONSIBILITIES:

- Support an exemplar, 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.
- Contribute to internal and external networks.
- Contribute to the Wellbeing Strategy.

GROUP RESPONSIBILITIES:

- 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 and to participate in review and development schemes.
- Comply with group safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.
- Comply with all policies and procedures.
- Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Manage and promote restorative practice approaches and the strengthening of relationships.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of Luminate Education Group.
- Embody the Luminate values/purpose
- Any other duties commensurate with the level of the post, which may be required from time to time.

Person Specification

Job Title:	Capital Projects 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,

Qualifications & 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 or actively working towards membership of: Royal Institution of Chartered Surveyors (MRICS), Chartered Institute of Building (CIOB), Royal Institute of British Architects (RIBA), Chartered Institute of Building Services Engineers (CIBSE). Or working towards	A / I
Experience & Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Able to demonstrate extensive post qualification experience of construction technology, design & project management of a diverse range of construction projects, including new buildings, refurbishments, and complex projects incorporating building services modifications and installations.	A / I
E	EK2. Experience of delivering complex projects within occupied buildings and maintaining functionality by managing and minimising disruption to users	A / I
E	EK3. Experience of managing complex technical liaison between client, consultant and contractors.	A / I

E	EK4. 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
E	EK5. Substantial experience of financial and budget management.	A / I
E	EK6. Experience and proficiency in the use of IT systems, including Microsoft Outlook, Word, Excel, Project and specialist commercial surveying proprietary applications.	A
D	EK7. Experience of working in both the public and private sector.	A / I

Skills & Competencies

Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Professional and Technical Knowledge Has full command and use of relevant professional / technical knowledge and job-related knowledge and skills.	A / 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.	A / I
E	SC5. Initiative and innovation Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways.	A / I
E	SC6. Strategic perspective Ability to think broadly, analyse the big picture and value diverse perspectives.	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.	I

Behavioural, Values & Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Commitment to the College's support and promotion of Equality and Diversity.	I
E	B2. Committed to child protection and the promotion of a safe environment for children and young people 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