

October 2018

Thank you for your interest in the post of Capital Projects Manager. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to Katharine Osborne, Head of Human Resources:

Email: [Katharine.osborne@westdean.org.uk](mailto:Katharine.osborne@westdean.org.uk)

Tel: 01243 818 313

**Closing date for applications: 21st November 2018**

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

## JOB DESCRIPTION

JOB TITLE	Capital Projects Manager
LOCATION	West Dean College
REPORTING TO	Chief Executive
KEY RELATIONSHOPS	Director of Property & Campus Operations Head of Finance and Business Systems
ROLE	Responsible for the Project Management of the Foundation's capital building programme.

## KEY AREAS OF RESPONSIBILITY

1. Provide oversight and leadership for all the Foundation's capital building programme and ensure that this meets the organisation's current and future needs.
2. Responsible for coordinating capital building projects within the organisation's property portfolio.
3. Responsible for all capital building projects and for the enhancement of the organisation's current portfolio in order to achieve its long term objectives.
4. Provide strategic advice in relation to all capital building projects and construction project management.
5. Lead the Project Management for all significant capital building projects.
6. Alongside the Executive Management Team, maintain good relationships with external stakeholders including, amongst many others, adjoining owners, local Planning Authorities (including the South Downs National Park Authority), Historic England and funding organisations.
7. Lead all collaborations and relationships with external specialist property advisors and contractors in line with agreed project plans.

## GENERAL DUTIES AND RESPONSIBILITIES

1. **Advise on all capital building project issues, using professional, technical skills and knowledge**
  - Advise on the selection of architects and other members of the professional teams.
  - Support the Chief Executive in negotiations with all funding bodies and the submission of planning proposals to local authorities.
  - Assist the Chief Executive in ensuring all capital building project matters are effectively communicated internally and externally as required.
  - Arrange, monitor and renew all necessary project insurances.

- Risk Manage all areas of property construction projects.
  - Provide support for the organisation's Business Continuity Management activity.
  - Support and enable all the organisation's policies and initiatives, including sustainability.
  - Deliver on all relevant property project KPI's
  - Administer all necessary documentation for all aspects of the organisation's existing and future capital projects including title, compliance, insurance, health & safety, planned maintenance, budgeting, statutory consents and approvals, development management, construction contracts, professional engagements, and delivery commissioning handover arrangements.
2. **Project Management of the organisation's capital building programme ensuring that all projects are delivered on time and within budget**
- Assist with the creation of project briefs and to work with the Chief Executive, the Director of Property & Campus Operations and the Director of Education to establish initial concepts at the project inception stage.
  - Assist in the selection, appointment, contracting and briefing of professional teams for projects.
  - Manage the process and negotiations for the procurement of construction works.
  - Assist in the programming, budgeting and control processes for the effective and efficient financial control of projects.
  - Full and specific budgetary responsibility for relevant projects, including adherence to procedures.
  - Take action and put forward options as necessary to control and manage variances against budget over the lifetime of projects.
  - Work closely with the Head of Finance & Business Systems to monitor progress against budget and funding targets.
  - Work closely with the Director of Property & Campus Operations to ensure all capital building projects are coordinated with planned and cyclical property maintenance
  - Ensure that projects comply in full with all fire legislation, health and safety legislation CDM and other statutory design and building requirements.
  - Implement project monitoring, control and reporting processes, including maintaining a project programme.
  - Ensure all participants meet all deadlines pertaining to relevant projects.
  - Ensure that all necessary meetings and briefings are planned, arranged, properly serviced with appropriate papers and minuted.
  - Monitor the process of design, construction and fitting out of projects and to provide regular reports on progress against programme and budget.
  - Represent the organisation at Design Team Meetings and at Site Meetings
  - Ensure the detailed implementation of agreed concepts.
  - Monitor construction activities against project programmes and to report in a timely fashion on any issues or problems arising and to take or initiate action to resolve issues or problems arising.

- Keep the Chief Executive thoroughly briefed in a timely manner as to progress against programme and budget, highlight key issues and escalate them as appropriate, ensuring that critical decisions are taken on a timely basis and by appropriate parties.
- Identify any fitting out works and furnishings required across the capital building programme, including where outside the scope of the main construction contracts, and assist in ensuring that these are appropriately planned, sourced and funded.
- Assist others in developing appropriate operational procedures for buildings prior completion and to assist in their implementation.
- Assist in the planning of the operational move into new facilities.
- Provide accurate information to the management team in preparation for relevant opening events/activities
- Handover all functions and activities appropriately at the end of the contract.
- Conduct and report on post completion project reviews for relevant new facilities and to use the outcomes to inform the briefing process for future facilities.
- Assist in the setting up and maintenance of ongoing administrative systems and files for all projects both in development and when completed.

### General

1. To represent the Foundation at internal and external meetings and committees as required.
2. To build and maintain excellent working relations, both internally within West Dean and with external partners and suppliers.
3. Undertake any other duties as may be reasonably requested by the Chief Executive.

This job description is subject to regular review in consultation with the post holder.

## PERSON SPECIFICATION

### Experience

At least 5 years relevant post qualification experience in the property/construction industry	Essential
Experience and working knowledge of the commissioning, design, procurement, construction and completion of building construction projects and or fitting out projects.	Essential
Experience and working knowledge of facilities management and fit out projects.	Essential
A working understanding of the legal issues surrounding property and construction projects.	Essential
Proven project management skills.	Essential

### Education / Qualification

Relevant professional qualification - MICE/MIStructE/RICS/RIBA/MBA	Essential
Chartered Surveyor qualification	Desirable

### Skills

Excellent planning and organisational skills.	Essential
Excellent financial management skills and experience.	Essential
Excellent verbal and written communication skills at all levels.	Essential
Concise and good quality writing skills, with experience of writing reports, minutes and external correspondence.	Essential
Knowledge of health and safety and other statutory requirements.	Essential

### Personal Characteristics

Good time management skills with ability to work flexibly	Essential
Ability to work collaboratively as part a team	Essential
Professional, approachable manner	Essential
Confident communicator, with the ability to build relationships both internally and externally.	Essential

## GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- Contract: Permanent
- Duties : As attached job description
- Salary : Up to £55,000 per annum dependent on experience  
Payable monthly in arrears by BACS
- Hours: Full time hours  
Full time is 35 hours per week, Monday to Friday.
- Holidays: 36 days per holiday year (1 October to 30 September) inclusive of  
Bank Holidays (pro rata).
- Sickness: 10 days in any consecutive twelve month period, or longer period at  
West Dean's discretion, after six months' continuous service (pro rata)
- Benefits: Contributory pension scheme, childcare vouchers, subsidised meals,  
free and discounted places on short courses at West Dean College.