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| Last updated: | April 2024 |

**JOB DESCRIPTION**

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| Post title: | **Associate Director Faculty and Infrastructure Projects** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 1122 | | |
| School/Department: | Estates & Facilities | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 6 |
| Posts responsible to: | Director of Estates Development | | |
| Posts responsible for: | Faculty Team Leader(s) (L5), Infrastructure Manager (L5). Faculty Project Manager (L4), Administrator (L3), CAD Team Supervisor (L3) | | |
| Post base: | Office-based, with hybrid working | | |

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| Job purpose |
| Responsible for leading and managing the planning and delivery of the UoS Faculty and Infrastructure projects programme, ensuring that the University benefits from a world-class estate portfolio to support its institutional purpose and vision. Ensuring the delivery of a programme of projects from inception, design, construction and mobilisation, to agreed specifications, achieving time, cost, quality parameters and full compliance with health, safety, statutory and environmental obligations and best practice.  Projects include refurbishment, fit-out, retrofit, strategic maintenance, compliance and sustainability projects and must be delivered to specification, cost and time, frequently within a highly congested and busy operational environment where quality of student and staff experience throughout the works is crucial. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Programme Delivery**   * Leadership of Faculty and Infrastructure investment programme consisting of refurbishment, fit-out, retrofit, strategic maintenance, compliance and sustainability projects, with individual projects typically up to £250k in value. * Leadership and coordination of the portfolio of projects from inception, design, construction, mobilisation, occupation and post project reviews to agreed specifications, achieving time, cost, quality parameters and full compliance with health, safety, statutory and environmental obligations and best practice. | 30% |
|  | **Project Leadership**   * Personally leading on complex or sensitive projects as the in-house project manager, when appropriate. | 15% |
|  | **Leadership and Management**   * Lead and manage a team of internal and external building surveyors and project managers; proactively manage the performance of project teams, ensuring the effective induction of new staff and the ongoing direction, guidance, appraisal and development of individuals; promote a customer focused, constructively challenging, responsive and adaptable service. * Lead and manage University Building Surveyors and Project Managers, including reviewing resources, team operating model and the professional development and capability of team members. * Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. * Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback. Where appropriate work collaboratively to matrix manage a multi-disciplinary team to ensure the delivery of the University strategy. * Drive a zero tolerance safety culture across the team and with all suppliers to secure delivery of a safe, healthy and secure environment for students, staff and visitors. * To work directly with the team to embed a culture of equality, diversity and inclusion. Ensure the University’s ED&I and people strategy is considered in all decision making, planning and management of the team. | 15% |
|  | **Supplier Management**   * Developing strategy and practice for the efficient and effective procurement and subsequent management of consultancy services and contractors. * Leadership of external design and specialist consultant functions and processes to deliver best in sector at best value. * Ensure a consistent approach to project and programme delivery, including the management of framework consultants and contractors and reporting of supplier performance. * Develop and proactively manage framework consultants as an integral part of the projects delivery team. Ensure appropriate performance management of external contractors, consultants and other service providers, working collaboratively with the Programme Management office. | 10% |
|  | **Financial and Governance**   * Working with the Estates PMO function, developing, establishing, implementing and maintaining consistent and effective means of monitoring and reporting performance across all projects within the programme. * Ensure all projects represent best value for money for UoS and that appropriate and effective risk management, corporate governance and audit controls are in place. * Manage processes for establishing realistic project budget estimates, cost plans, cash-flows and regular forecasting across UoS capital projects. * Ensure the Institutional imperative to maintain a high quality teaching, learning, research and assessment environment and the high Institutional priority of improving the student and staff experience throughout the programme/project period are met, adopting appropriate risk mitigation strategies and making transparent the likely trade-offs required. * Ensure full and transparent reporting to meet the requirements of governance/committee procedures, financial regulations etc. working closely with the Programme Management team, internal and external auditors and wider partners for consistent project/programme reporting. | 15% |
|  | **Stakeholder Engagement**   * Represent the University’s interests with relevant bodies including the commercial suppliers and delivery partners. * Work collaboratively with academic and professional services colleagues, to ensure that the physical infrastructure and physical environment are fit for purpose, fit for the future, and highly student focussed. * Manage key external relationships including local and statutory authorities, landlords and suppliers, working with the Property team as required. * Ensure proactive and effective communications relating to projects and programmes to the wider UoS community and other stakeholders, liaising with the E&F Communications Officer as required. | 10% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Departmental and University senior management  Other members of the department/University staff  External customers  Relevant suppliers and external contacts |

| Special Requirements |
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| * Ability to undertake duties at different premises including any University campus as required. * Commitment to the integrity and confidentiality of all relevant data and process |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree in a construction or built environment subject.  Proven experience of managing significant change.  Proven strategic management skills in estates project and programme management  Experience of leading a portfolio of refurbishment, fit-out, retrofit, strategic maintenance, compliance and sustainability projects in live environments  Experience of leading the procurement of consultants and contracts.  Knowledge and experience of procurement routes and construction and maintenance forms of contract. | Membership of relevant professional body such as RICS, APM, CIOB, RIBA, ICE, CIBSE, Engineering Council etc.  PRINCE2 or similar project management qualification.  Experience of leading refurbishment and maintenance projects and programmes in a campus environment encompassing academic, education, health and/or research facilities. |  |
| Planning and organising | Able to plan and shape the direction of specialist or professional area of activity.  Able to organise major new initiatives, with little or no precedent. |  |  |
| Problem solving and initiative | Able to develop significant new concepts and original ideas within one’s field in response to intractable issues of importance to the University. |  |  |
| Management and teamwork | Able to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.  Able to foster positive relationships both within and outside of own department.  Able to proactively work with senior managers across the University to achieve key deliverables. |  |  |
| Communicating and influencing | Able to negotiate effectively on behalf of the department or University on key issues.  Able to develop and lead key communications strategies. |  |  |
| Other skills and behaviours |  |  |  |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |