

**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Head of Projects				
DEPARTMENT	Estates				
LOCATION	Brayford Pool, Lincoln				
JOB NUMBER	EF5133	GRADE	10	DATE	September 2017
REPORTS TO	Director of Estates				

CONTEXT

The post holder has the authority and responsibility for all major and minor Estates project works undertaken at the institution. The postholder will be a member of the Estates Senior Leadership Team and take ownership of the development section of the University's Estate Strategy and take a leading role in design and delivery of campus masterplans.

The post will have overall responsibility and authority for project governance developing and owning established project procedures. The post holder will be required to undertake effective management of complex funding, legal agreements, designs, specifications, programmes, statutory obligations, service level agreements and construction contracts. They will also be responsible for translating complex technical language into communications for stakeholders and influencing critical institutional decisions on procurement, design, delivery and risk. At times the postholder will be required to represent the University with external partners and oversee the delivery of collaborative projects.

The Estates Department needs to be responsive, agile and be able to deliver projects at short notice. The post holder will have responsibility and authority with regard to implementing project procedures, liaising closely with Finance, the Head of Space Strategy, Planning & Sustainability and the Head of Maintenance. They will manage the projects and costing teams providing guidance on strategy, team objectives, governance and resource management. This is an extremely strategic role that will develop complex processes, manage complex systems and relationships. The post holder will have university wide responsibility and authority and will need to give presentations to the University's Board of Governors and Senior Management Team when requested.

JOB PURPOSE

This role supports the delivery of the University's critical top 40 agenda and objectives. By developing and delivering all aspects of the Department's Project Management and Capital, Revenue and Property development activities. The post holder will manage the team making use of complex real estate management systems, in particular capital and revenue cost control, capital reporting and accounting, procurement, cash flow/PM software and governance. These critical services align with the University strategy and are delivered working closely with Finance, ICT and relevant stakeholders.

The role will lead and manage a highly qualified technical team consisting of project managers, project engineers, cost management and administration staff. The post holder will ensure that the team is equipped to supply expert advice, support and managerial expertise to ensure that the University's Strategic Plan and Departmental Objectives can be achieved.

The role will be responsible for determining, agreeing and delivering high quality and complex service standards for internal and external customers through collaboration and agreement. This will be based on taking a strategic approach to exploring needs and adapting the service as appropriate.

KEY RESPONSIBILITIES

Strategic Management
<ul style="list-style-type: none"> • Responsible for overseeing the co-ordination and preparation of annual budget proposals for capital and revenue projects. • Responsible for overseeing, managing and providing strategic guidance to the team that prepare complex and multi-faceted budget proposals for major and minor projects. • Coordinating with the Head of Maintenance and Head of Space Strategy, Planning and Sustainability. • Manage and lead the team engaged in project management and cost estimating of all University capital works. • Responsible for developing all University building project briefs with senior users and sponsors. • Develop and maintain close working relationships with key partners, both internal and external. For example, Finance, HR, ICT, University Colleges, The City of Lincoln Council, Lincolnshire County Council, Network Rail, Brayford Trust, Lincolnshire Fire and Rescue and Lincolnshire Police. • Develop the working relationship with Health and Safety (H&S) to maintain compliance with legislation across the Estate. • Be the University's senior technical expert on Estates project costing, delivery and risk analysis.
Programme delivery
<ul style="list-style-type: none"> • Take a lead on producing and delivery of development related content within masterplans. • Utilise complex technical software and approaches to project management. For example, Planon modules and Prince 2. • Oversee management of projects within the capital works programme, either directly or through the appointment of consultants, ensuring projects are delivered on time to a high quality and within budget. • Development of contract documents to enable projects to be delivered. • Manage the projects and finance estimating sections, engaging with lead customers, stakeholders and consultants from a wide variety of backgrounds. • Deliver statutory approval of schemes, including planning permission, compliance with building and fire regulations and liaison with statutory regulatory bodies. • Oversee robust financial management of projects and work closely with the Finance department. • Develop and maintain service agreement levels for key customers and adapt service as required. • Make far-reaching, complex and long-lasting decisions. Provide recommendations and proposals that will influence decisions affecting the whole institution. • Maintain compliance with University policies and procedures associated with property development. For example, sustainable, flexible and 24/7 buildings.

Data analysis and problem solving

- Coordinate and at times personally undertake feasibility studies in order to review development ideas.
- Uses data from a variety of sources to arrive at complex and interrelated solutions. For example, Planon, Estates legal interest information ownerships – rights and reservations, title plans and other documents.
- Challenge inappropriate controls that are bureaucratic and recommend then deliver alternate solutions.
- Promotes and implements innovative solutions to reduce costs and increase quality and efficiency.
- Identify and review the needs of customers, ensuring operations reflect changing requirements.

Leading your team

- Lead, motivate and develop a team of professional staff engaged in brief development project design, estimating and delivery.
- Be a member of the department's Senior Leadership Team in order to contribute to strategy and effectively manage work and resources.
- Lead and manage the Projects team, addressing employee matters arising from disciplinary, grievance, sickness, absence or other welfare issues.
- Be a beacon to other staff members and hold the team to account when necessary.
- To be held to account for the performance of the team when necessary.

Project delivery responsibilities

- As the University's senior estimating and project specialist, the post holder will provide expert advice to academic and non-academic departments.
- The post holder will participate effectively in the University's Estates and Technology Steering Group (ETSG), contributing to the University's strategic and corporate planning.
- Provide, when required, professional technical expertise and guidance to the Director of Estates, the Senior Leadership Team, Board of Governors and ETSG. This will include producing complex 25-year term business cases that are HEFCE compliant for presentation to senior leaders and potential funders.
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In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role
Central co-ordinating function bringing together a variety of stakeholders with different agendas.

Key working relationships/networks	
Internal	External
Director of Estates and fellow members of the Estates Senior Leadership Team Academic/support staff as appropriate Finance Department Health and Safety Department Human Resources Department Senior Leadership Team Student Union	Contractors Consultants Architects Suppliers HEFCE Local Authorities Land Registry University Solicitors Developers



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LINCOLN

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PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Degree in a relevant discipline or equivalent experience	E	A
Postgraduate Management or Professional Qualification	D	A
Experience:		
Experience of effectively managing large capital budgets;	E	A/P
Expertise in managing a multi-disciplinary professional work force and evaluating the performance of people involved in Development Services, including third-party providers;	E	A/I
Significant experience of the implications of managing a large site with diverse activities, and the inter-relationships which will exist and be factored in to the planning process for major projects;	E	A/I
Familiar with public procurement procedures in relation to high-value contracts.	E	A/I
Substantial experience of direct customer interface and continued relationship establishment;	E	A
Experience of managing and establishing Health & Safety procedures.	E	A/I
Experience of managing works on listed / historic properties	D	A
Experience of managing works delivering sustainable outcomes	D	A
Substantial experience of HE Sector	D	A
Skills and Knowledge:		

Analyses and interprets complex data to drive decision making	E	A
In-depth knowledge and understanding of health, safety and risk within an estates environment	E	A/I
Understanding of permit-to-work systems relating to critical services	D	A
Working knowledge of the formal planning processes associated with site development and building construction.	E	A
Competencies and Personal Attributes:		
Ability to effectively communicate complex information to influence a range of audiences	E	A/I
Ability to lead, communicate effectively with, and motivate and develop teams of professional staff	E	A/I
Ability to influence and command respect	E	A/I
Knowledge and understanding of the impact of change and best practice in change management.	D	A/I
Business Requirements		
Ability to travel between campuses	E	A

Essential Requirements are those, without which, a candidate would not be able to do the job.
Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	GPA	HRBP	JE
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