



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Assistant Project Manager				
DEPARTMENT	Estates Department				
LOCATION	Brayford Campus				
JOB NUMBER	EF5153	GRADE	6	DATE	October 2018
REPORTS TO	Project Managers				

CONTEXT

The University of Lincoln is a high-achieving centre of academic excellence which has been recognised nationally and internationally. It is an ambitious, fast-paced dynamic organisation with multiple stakeholders which strives always to improve the student and staff experience and engagement with the wider Lincoln community.

In May, the University of Lincoln rose to its highest ever position in The Guardian University Guide 2019 rising 25 places to 22nd in the national league table, driven by its success in student satisfaction and an impressive student continuation rate.

This latest success follows a rise to 43rd position in the Complete University Guide, published in April, which saw the University ranked in the top 10 for subjects in Hospitality, Leisure, Recreation and Tourism. The University has also been rated TEF Gold – the highest standard possible – in a national independent assessment of teaching quality in higher education. In addition it was rated in the Top 20 in the National Student Survey in 2017 for the excellence of its academic support and in the Top 10 (in the WhatUni Student Choice Awards) for the offer to Postgraduates and International Students. It has also recently been successful, collaborating with the University of Nottingham, in securing government approval to establish a Medical School in the City.

Consequently, the University has been extremely successful in recruiting students to the University and the University continues to outperform the sector in this area. By 2022/23 – there will be in excess of 17,000 students and staff living and working across three sites in Lincoln City Centre, at Riseholme and in Holbeach.

The Estates Department comprises a high performing team of estate professionals that continues to manage and develop a high quality estate. The University has an ongoing commitment to invest in its Estate through a capital plan which entails the completion of a number of multi-million pound projects both new build and refurbishment together with a host of minor capital and revenue projects.

An opportunity has arisen for an Assistant Project Manager to provide support to the Project Managers within the Department. This role offers someone the opportunity to become an essential part of the estates team during this exciting time, learning Project Management through exposure to a number of high profile projects.

JOB PURPOSE

To assist the Head of Projects and Project Managers in the delivery of major and minor construction projects, both new build and refurbishment, from inception to completion and operation, utilising the University's Gateway Project Management Procedures; including assisting in the management of the complete procurement and construction process throughout all phases of development. Lead on a number of strategically linked smaller scale refurbishment and moves projects

A key function of this post will be to work closely with consultants, professional contractors, internal staff and multi-disciplined teams in the delivery of the project brief.

KEY RESPONSIBILITIES

Preparation of Strategic Brief

Assist in the preparation of project briefs for both internal and externally funded projects.

Ensure that a clear brief is established from the client / client group.

Assist in undertaking project related option appraisals and feasibility studies, business cases, cash-flow forecasts and draw down schedules.

Ensure that appropriate personnel within the Directorate and other University departments including Health and Safety are fully briefed and their requirements are fully incorporated, where appropriate.

Assist in developing tender documents and oversee the tender process in line with University procedures.

Project Management and Leadership

Assist in obtaining all necessary internal and external approvals and full sign off of projects.

Assist in managing the procurement, commissioning and service provision of consultant support services.

Assist in managing the procurement, commissioning handover and service provision of contractors.

Working with multi-disciplined project teams, establishing good working relationships and enabling the team to collectively work as a group to meet agreed project targets.

Assist in managing the commissioning process for building projects, including handover, asset registers, landlord fit-out and occupation by the client.

Project Documentation and Financial Management

Assist in the preparation and maintenance of comprehensive project documentation including a Project Execution Plan and Project Works Files throughout the life of each project and ensure that an auditable trail is always available.

Work to the Estates Gateway Project Management Procedures.

Assist in ensuring that the required commissioning and handover documentation is prepared; and presented on time and on completion of each project, including Operation and Maintenance Manuals, As-Built drawings, Log Books, Asset Registers and User Guides.

Assist in establishing financial management procedures for all projects, in line with University Gateway Project Management Procedures.

Assist in the management of the project budget and assist in ensuring that all work is undertaken within the agreed budget.

Place orders with consultants and other suppliers in line with the University's Financial Regulations.

Communication and Reporting

Assist in ensuring that all stakeholders, client groups and external bodies associated with each project are consulted with as necessary during the course of the project and kept up to date as appropriate.

Contribute in providing regular project reports to the Senior Management Team, Programme Steering Group and Project Steering Groups detailing the status of progress, costs and quality standards as measured against the agreed objectives.

Represent the Head of Projects and Project Managers as necessary internally and externally, attending meetings to report on progress.

Compliance with Statutory and University Regulations

Contribute in identifying all statutory obligations and ensure that they are met.

Assist in ensuring compliance with Asbestos Regulations.

Assist in ensuring CDM Regulations and Health and Safety requirements on projects are managed correctly.

Other Responsibilities

Engage in appropriate training programmes in the University.

Actively follow and promoting University policies.

Participate in the staff performance and development review scheme.

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

Some work may be carried out in a potentially hazardous environment, requiring the use of appropriate equipment, protective clothing and procedures.

In addition to the above, undertake such duties as may reasonably be requested and that they are commensurate with the nature and grade of the post.

Key working relationships/networks

Internal	External
Director of Estates Deputy Director of Estates Head of Projects Project Managers (Line Manager) Colleagues across Estates Campus Services Team Information and Communication Technology Department Communications, Development and Marketing Department Project Stakeholders Finance Department Health and Safety Department Student Well-being Service Senior Management Team Project Sponsor Student Union (student representation)	Local Authorities including planners and Building Control Landlords University Solicitors Developers Contractors Suppliers including Frameworks Consultants



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UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	Assistant Project Manager	JOB NUMBER	EF5153
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
HND / HNC, degree or equivalent qualification	E	A
Project Management qualification or training.	D	A, I
Experience:		
A track record on assisting with delivering projects on time, to budget and to the required quality	D	A, I
Experience of dealing with multiple stakeholders both internal and external to an organisation.	E	A, I
Experience in working with procedures and governance arrangements.	E	A, I
Demonstrates project management organisation and skills.	D	A, I
Experience of working on construction projects both new build and refurbishment	D	A, I
Skills and Knowledge:		
Knowledge of current construction and safety legislation. Knowledge of the Construction, Design and Management Regulations 2015	D	A, I
Computer literate and competent in the use of MS Word, Excel and Project	E	A, I
Excellent inter-personal and communication skills with evidence of ability to lead multi-disciplined teams	E	A
Knowledge of RIBA Plan of Works 2013	D	A, I
Competencies and Personal Attributes:		
Highly motivated professional and a team worker	E	A, I
Self-motivated and proactive problem solver	E	A, I
Demonstrate initiative with a level of practicality and	E	A, I

common sense		
Customer focussed	E	A
Attention to detail in both oral and written communications	E	A,I
Business Requirements:		
Ability to travel between campuses	E	A
Able to climb stairs on a daily basis, access risk assessed confined spaces and be able to work safely at height	E	I
Be able to work occasionally outside of normal university business hours	E	I

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	KM	HRBP	JE
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