

Job Description for the Post of Capital Project Manager, Orchard Hill College & Academy Trust

Reporting to: Director of Estates and Facilities
Evaluate Grade: PO4

Job Purpose:

Deliver assigned built asset capital investment projects on time, on budget and to the agreed specification.

Key Responsibilities:

- Undertake necessary requirements capture activities engaging with multiple stakeholders to achieve agreed project designs.
- Generate budget estimates on a per project basis.
- Prepare necessary tender and specification documents to enable effective costs to be obtained working with Procurement and ensuring OHC&AT Financial Regulations are always complied with.
- Identify and effectively manage project risks, opportunities, issues and actions to ensure successful project delivery.
- Co-ordinate and supervise the work of third-party contractors, surveyors and consultants as necessary.
- Maintain good quality project management and governance disciplines are adhered to throughout the project lifecycle.
- Provide effective reporting across the assigned capital investment projects.
- Deliver approved and assigned capital investment projects ensuring such projects are delivered successfully on time and on budget.
- Work across the Estates and Facilities function liaising with all necessary stakeholders to plan and carry out refurbishments.
- To co-ordinate the work of consultants, education advisers, school principals and heads of college to ensure the successful design, planning, management and delivery of assigned built asset projects.
- Attend technical construction programme planning phases engaging with agencies on design, technical and financial matters relating to the provision, improvement, carbon reduction and planned maintenance of school and college buildings.
- To undertake all other such duties as the Senior Capital Projects Manager shall reasonably require.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Capital Project Manager, Orchard Hill College & Academy Trust

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications & Professional Development	Recognised training/qualification in built asset project management (e.g. PRINCE2 or equivalent)	Essential
	A relevant technical qualification or extensive equivalent professional experience	Essential
	To hold or be willing to work towards NEBOSH or IOSH qualification.	Desirable
Experience	Demonstrable successful experience in project management	Essential
	Experience of working effectively with a wide range of stakeholders and organisations, ideally within an education context	Desirable
Skills & Competencies	Strong interpersonal skills with the ability to work effectively as part of a team	Essential
	Excellent written and verbal communication skills, with the ability to engage a wide range of audiences	Essential
	Proficient in the use of ICT to support work, including Microsoft Teams, SharePoint, MS Office, and MS Project	Essential
Other Requirements	Full UK driving licence	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*