

## **JOB DESCRIPTION**

**Job Title:** Head of Capital Projects

**Reporting to:** Director of Estates and Facilities

**Line Management:** Capital Projects Manager

**Reporting Relationships:** The Senior Capital Project Manager will be responsible for the management of the Capital Project Manager and a large team of external project managers and suppliers.

**Functional Links:** The Senior Capital Project Manager will have overall responsibility for leading the delivery of a multi-million pound Estates Capital Projects service across the Trust and will liaise and work collaboratively with College/ School/ Academy and Trust staff including Principals, Directors/Heads, Finance, Health & Safety and Procurement.

**Grade:** Management Pay scale points 30-34

### **GENERAL PURPOSE OF THE ROLE**

- To lead the Estates and Facilities Capital Investment service area across OHC&AT ensuring appropriate levels of oversight, management and delivery output are achieved.
- To lead a large and complex team of internally and externally sourced asset advisors, designers, consultants, contractors and project managers.

### **MAIN DUTIES & RESPONSIBILITIES:**

1. Responsible for the full life cycle of the built asset capital investment programme at OHCAT and OHC with an internal budget of over £14m as well as externally led projects including 3 new free schools and other projects funded by our commissioning partners.
2. Work with multiple stakeholders to ensure candidate projects are identified, prioritised and submitted for approval.
3. Preparing detailed business cases / investment appraisals / budget panel requests / value for money forms as necessary to support the detailed approval of built asset capital investment projects.

4. To ensure good quality project management processes and governance processes are in place and adhered to across all built asset capital investment projects.
5. Provide effective reporting across the portfolio of built asset capital investment projects.
6. Deliver approved capital investment projects both in person and through the line management of internally and externally sourced teams (including direct line management of the internal Capital Project Manager) ensuring allocated projects are delivered successfully, on time and on budget.
7. Work across the Estates and Facilities function liaising with all necessary stakeholders to plan and carry out refurbishments.
8. Ensure that quotes / tenders are obtained appropriately, partnering with Procurement colleagues to ensure best value is achieved for all projects and ensuring that finance regulations are followed.
9. Liaise with external technical advisers, Principals, Heads of College, and advise on all matters relating to the provision, maintenance and development of school built assets.
10. To represent OHC&AT at 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.
11. To lead the work of consultants, education advisers, school principals and heads of college in order to ensure the successful design, management and completion of built asset projects.
12. To advise school and college leaders in the commissioning of services and project management construction professionals, including convening and attending meetings with client-side technical teams.
13. To undertake all other such duties as the Director of Estates and Facilities shall reasonably require.
14. Deputise for the Director of Estates and Facilities as required.

**OTHER:**

1. To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
2. To maintain information in a confidential manner, following data protection regulations and internal guidelines on confidentiality.
3. To carry out all duties in accordance with OHC&AT policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.

## **SENIOR CAPITAL PROJECTS MANAGER**

### **PERSON SPECIFICATION**

#### **QUALIFICATIONS/EXPERIENCE**

1. Recognised training / qualification associated with built asset project management (Prince 2 or equivalent)
2. Appropriate qualification / experience in programme management
3. A relevant technical qualification or extensive professional experience
4. To hold or be willing to work towards NEBOSH or IOSH qualification.
5. Proven experience of leading a high performing team
6. Demonstrate successful experience of project and programme management.
7. Have relevant experience in working effectively with a wide range of stakeholders and organisations ideally in an education context.

#### **ABILITIES, SKILLS & KNOWLEDGE**

1. A valid UK driving license to enable travel to schools and college centres with limited public transport availability
2. Possess excellent interpersonal skills and be able to work effectively as a member of a team.
3. Possess good communication skills both written and spoken and be able to communicate effectively with a wide range of audiences.
4. Excellent organisational skills, in order to manage work to meet deadlines and ensuring attention to detail.
5. Ability to prioritise work in line with business needs.
6. Be able to use a range of information and communication technology in support of your work including Microsoft Teams, SharePoint, MS Office etc
7. Sound knowledge of legislation and good practice relating to Child Protection and Safeguarding of Vulnerable Adults (Desirable)
8. Commitment to the promotion of Equality and Diversity.