

## **JOB DESCRIPTION**

**Job Title:** Senior Capital Project Manager  
**Reporting to:** Director of Estates and Facilities  
**Grade:** PO5/6/7

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

- Provide oversight, management and delivery of the built asset capital investment portfolio of projects.

### **Duties & Responsibilities:**

- Responsible for the full life cycle of the built asset capital investment programme working with multiple stakeholders to ensure candidate projects are identified, prioritised and submitted for approval.
- 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.
- To ensure good quality project management processes and governance processes are in place and adhered to across all built asset capital investment projects.
- Provide effective reporting across the portfolio of built asset capital investment projects.
- Deliver approved capital investment projects both in person and through the line management of the Capital Project Manager ensuring allocated 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.
- Ensure that quotes / tenders are obtained appropriately for all projects ensuring that finance regulations are followed.
- 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.
- 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.

- To co-ordinate 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.
- 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.
- To undertake all other such duties as the Director of Estates and Facilities shall reasonably require.

**Person Specification:**

- Proven experience of leading a high performing team
- Demonstrate successful experience of project and programme management.
- Recognised training / qualification associated with built asset project management (Prince 2 or equivalent)
- Appropriate qualification / experience in programme management
- A relevant technical qualification or extensive professional experience
- To hold or be willing to work towards NEBOSH or IOSH qualification.
- Driving licence
- Have relevant experience in working effectively with a wide range of stakeholders and organisations ideally in an education context.
- Possess excellent interpersonal skills and be able to work effectively as a member of a team.
- Possess good communication skills both written and spoken and be able to communicate effectively with a wide range of audiences.
- Be able to use a range of information and communication technology in support of your work including Microsoft Teams, SharePoint, MS Office etc