

Job Description

Job title: Capital Projects Manager

Reporting to: Deputy Estates Director

Location: Strood, Kent (with travel to academies as required)

Salary: circa £50k commensurate with qualifications and experience

Leigh Academies Trust is a highly successful multi-academy trust encompassing 31 academies across Kent, Medway and South-East London. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Job purpose: To ensure each academy is maintained and developed to support the trust's educational vision. The position of Capital Projects Manager will as part of a small team, work across the estate on the delivery of projects focussing on capital works across a wide spectrum from refurbishments, remodelling, lifecycle of building services, larger maintenance projects, extensions and new builds.

Key areas of responsibility:

1. Capital work delivery
2. Condition survey management
3. Technical support
4. Bid writing

1. Capital works

- Responsible for the delivery of the LAT capital work programme as directed by the Deputy Estates Director from concept to completion.
- Response for ensuring projects are delivered with minimal disruption to education.
- Ensure that each stage of the project is on time, on budget and to a high standard.
- Lead on the procurement of consultants, contractors and materials in conjunction with Trust policy.
- Responsible for leading and management of consultancy teams
- Responsible for Contract administration where appropriate.
- Communicating with stakeholders at every level, in a calm, personable way.
- Reporting regularly on progress to the client and stakeholders
- Resolving any issues or delays
- Manage defect liabilities and retention.

2. Condition survey management and system administration

- Support and advise the Deputy Director in the specifying and delivery of Academy condition surveys
- In consultation with the Deputy Director and Cluster Estates Managers lead on the development and ongoing management of the Trust Lifecycle programme
- Maintain condition data administration tool
- Advise and support on third party data capture and audits relating to building conditions

3. Technical and H&S support

- Responsible for technical advice to the central team and Cluster Estates Managers on building fabric & civil engineering maintenance and repair requirements
- Lead on the oversight and approval of local academy led projects ensuring compliance with all planning and building control requirements, H&S, CDM, Asbestos management and Environmental regulations as well as standards for school premises.
- Review contractor risk and method statements as well as construction phase plans where applicable
- Review contractor pre-qualification questionnaire responses and maintain trust approved contractor list.

4. Bid writing

- Identify and bid for funding to develop and improve the academy buildings and infrastructure.
- Source funding incentives to support the Trust's commitment to carbon reduction.
- Ensure sufficient and reasonable funding is provided for local authority led initiatives such as increased pupil numbers or specialist provisions.

General

- Prepare papers, write reports and contribute to meetings as directed
- Build relationships with local authority personnel responsible for pupil allocations and town planning.
- Where required, support and attend events as directed by the Deputy Estates Director
- Ensure Trust and Academy policies are adhered to

Notes: The post holder may be required to perform any other duties commensurate with the job grade as reasonably required from time to time.

Requirements of the role may vary over time based on the needs of the Trust. Any variation to this job description will be agreed with the Trust Estates Director.

Person Specification

Competencies Required	Essential	Desirable
Technical competencies		
Project Management Qualification (PMI, PRINCE2, AMPG, RICS or similar)	✓	
Membership with Association of Project Management (or equivalent body)		✓
NEBOSH Certificate or equivalent	✓	
Ability to demonstrate significant experience of working in a similar environment or comparable industry sector	✓	
Demonstrate significant experience of delivering multiple projects over multiple site simultaneously	✓	
Experience of managing building projects in an educational setting (Primary - Secondary - Further - Higher)		✓
Leading and managing (inc outsourced) multidisciplinary project management teams and main contractors	✓	
Construction Project Management experience from concept to completion (All RIBA Stages)	✓	
Demonstrable experience using construction specific Contracts (JCT, NEC)	✓	
Ability to write specifications for works (NBS)	✓	
Manage Public Sector tender process		✓
Manage Project budgets and expenditure reporting	✓	
Financially astute and with excellent budgetary management experience	✓	
Knowledge of statutory compliance in public buildings	✓	
Ability to manage CDM 2015 regulations fully	✓	
A working knowledge of building, surveying asset management software		✓
Excellent computer skills (Office 360 or Google suite etc)	✓	
Experience of bid writing and seeking funding opportunities		✓
Personal competencies		
Communication skills: Excellent written, analytical and verbal communication skills. Ability to write concise and informative reports to be read and understood by all stakeholders	✓	

Drive and resilience: Increased energy and effort when circumstances demand to achieve positive results	✓	
Influence and negotiation: Persuades and negotiates by building common ground and listening in order to positively influence situations	✓	
Innovation: Generates new ideas and tries out different approaches	✓	
Response to change: Communicates change and helps to make change work by supporting others	✓	
Teamwork: Encourages teamwork by actively supporting others and promoting the team	✓	
Ability to work at a pace and with accuracy to meet deadlines, ability to prioritise	✓	