

## **Role summary**

The Project Manager- Campus Capital Projects is responsible for the coordination of day-to-day management, planning and delivery of small construction projects within the company.

We are seeking an individual from a building design or construction related services background, who is experienced in dealing with all commercial aspects related to appointment of contractors and provides support to ongoing projects through to completion.

## **Role Definition**

**Job title: Projects Project Manager- Campus Capital Projects**

Reporting to: Job Captain on a day-to-day basis and ultimately to the Strategic Development Partner

## **Responsibilities:**

- To independently handle and perform the role in Project Management for Small Works in UK to manage, financially control, and deliver to its capital plan.
- Manage, Coordinate and control the delivery of projects from inception to completion.
- Manage small, ground-up projects including programming, design, entitlements, bidding, permitting, and construction management.
- Oversees capital improvement/asset preservation programs with design and construction processes at multiple sites through local resources
- Manage own project budgets for subject properties
- Responsible for project scheduling and project decisions based upon site improvements, entitlements, permits, consultant selection; design team management, schedule creation and management, contractor selection and management
- Design management and coordination.
- Coordinate with an External PM Company on Contract and Cost administration.
- Assists in or assembles and manages required teams of consultants and contractors.
- Provides appropriate level of on-site supervision to ensure project performance criteria are being met and review progress and check for contractor's compliance
- Develops relationships with consultants/contractors/vendors and evaluate their performance. Operates independently on activities relevant to project.
- Coordinate with F+P in house Technical Review team and Safety by Design team to Identify and address areas of concern regarding potential liabilities and risk (errors and omissions, etc.)
- Manage costs and keep track of all costs attributed to each project
- Any and all other duties and tasks assigned, to support the Campus Project Team
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams .

- Thorough knowledge of and compliance with F+P procedures and standards

### Qualifications and Skills

- Educational qualifications in the field of quantity surveying / building / project & construction management / engineering / architecture
- Previous experience in project, commercial management in the building design or construction industry
- Understanding and have experience of the design, procurement and construction process
- Application of robust and methodical analytical skills regarding design service delivery.
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.