

Candidate Brief

Estates Manager (Major Projects)

Estates Directorate



Overview of the Role

Do you wish to work on one of the most important and exciting Northern Ireland Innovation Projects in a generation? Are you excited about delivering world-class infrastructure, bringing creativity and new ideas and making a positive difference? Do you have an excellent understanding of capital projects project management and relish the opportunity to play a leading role in a dynamic, diverse and inclusive team to progress the delivery of our City Deal Projects and Estates Strategy across the University?

You will provide specialist estates planning/development and project management expertise to ensure the successful delivery of the University's Estate Strategy and Corporate Plan.

The role is primarily based on the Main QUB Campus. The University operates a Flexible Working policy, offers agile working arrangements and we are open to discussing flexible working patterns.

Main duties and responsibilities

- Lead and manage all stages of capital building projects to ensure successful delivery.
- Management of project budgets, specification, quality parameters and programme taking decisive actions to ensure successful project delivery.
- Representing the Estates Directorate and acting as principal point of contact for major capital projects as necessary.
- Attending all required meetings, reporting to the QUB Programme Manager, Head of Estates Development, and others and preparing all necessary papers, agendas and chairing meetings as necessary.
- Examining, promoting and delivering through existing and emerging digital and innovative technologies in all aspects of project delivery and management reporting. Seek always and evidence improvement in processes, reporting and delivery.
- Report to and advise Senior Management on all aspects of project progress, governance and risk
- Provide analysis and interpretation of project information and data, including but not limited to, feasibility studies, business cases, design development and contract administration.
- Lead project teams of internal and external professional staff to ensure the successful delivery of estate/capital projects.



- Manage the process for obtaining statutory consents for capital projects.
- Ensure major projects obtain institutional approval within the context of the University's System of Control for Major Projects.
- Monitor, control and report against planned programme and project delivery for major capital projects, including time, cost and quality.
- Provide environmental leadership across your projects and beyond to build capacity for Environmental Sustainability and drive forward transformational change aligned to our pathway for Net Zero emissions;
- Using professional expertise and knowledge, critically assess and challenge stakeholder requirements against overall project and/or institutional objectives, managing change where relevant.
- Report to, and proactively lead and participate in, relevant Estates Directorate working groups contributing to the overall management of the Directorate allowing the development of estate strategy, policy, system of control and practice.
- Ensure professional and high-quality service and output standards are maintained and applied on all projects whilst ensuring compliance with all relevant University and regulatory requirements
- Keep up to date with developments in own field and the university estate sector generally including appropriate continuing professional development.
- Carry out other duties in the general ambit of the role as directed by the Head of Estates Development
- Maintain external links with professional bodies or institutions including those within Higher Education.

Qualifications and skills

Essential

1. Relevant Undergraduate University degree (Built Environment).
2. Professional Chartership Achievement to a relevant professional body (e.g. APM, RICS, CIOB, RIBA) or Registered Architect.
3. At least 5 years recent (including within last 5 years) relevant experience in an estates/building project environment to include
 - a) Experience of working for or with a large complex organisation
 - b) Experience of successfully project managing major New Build capital projects (in excess of £8m).
 - c) Experience of successfully project managing Refurbishment capital projects (in excess of £3m).
 - d) Good understanding of various Works Contractor procurement routes



- e) Experience of leading multi-disciplinary teams in achieving successful project delivery.
- 4. Evidence of successfully managing multiple stakeholders in a capital project environment.
- 5. Evidence of successful management of project budgets and resources.
- 6. Use of project management systems and tools in the successful delivery of projects.
- 7. Ability to organise and direct self; good analytical & problem-solving capability.
- 8. Well-developed written, verbal communication and interpersonal skills and the ability to produce quality reports and documentation for senior managers and stakeholders.
- 9. Team leadership skills, with the ability to communicate goals, and engage and motivate colleagues.
- 10. Willingness to work flexibly to meet the requirements of the post.
- 11. Full Valid Driving Licence.

Desirable Criteria

- 1. Experience of administering NEC contracts
- 2. A post-graduate qualification in Project Management
- 3. Experience of delivering under Early Contractor Involvement (ECI) models (e.g. two stage tendering)
- 4. Evidence of continuing professional development
- 5. Experience of working within Higher Education

