

# Candidate Brief

## Assistant Estates Manager (Minor Works)

### Estates Directorate



## Overview of the Role

**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 minor works capital projects (<£250K) project management and relish the opportunity to play a leading role in a dynamic, diverse and inclusive team to progress the delivery of our Minor Works, Planned Maintenance and Life Cycle Projects 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.

You will assist the Estates Managers in the design and implementation of construction projects or elements of construction projects on campus in carrying out minor works and planned maintenance. To supervise all works to ensure standards of workmanship and finishes are maintained and that all Health and Safety Regulations are complied with.

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

- Preparation of contract documentation to procure construction works or other University wide short term projects.
- Management and administration of Minor Projects from initial inception through to final completion to agreed quality, cost and programme.
- Provision of specialist professional advice and recommendations regarding building matters to support informed decision making.
- Liaising with Architects, Consulting engineers, Contractors and Statutory bodies engaged in various projects to ensure cost effective and appropriate design solutions are achieved.
- Ensuring that all work is undertaken in accordance with Statutory Regulations and within University procedures.
- Liaising and informing University stakeholders at all project stages to ensure business continuity. Provision of support in managing the relocation of staff, equipment and furniture.
- Monitoring and reporting on all works, including significant items of unsatisfactory work and any other items to ensure agreed strategy and policies in relation to the overall environment are implemented.



- Analysis and identification of gaps in relation to external Consultants design information, resolution of issues including testing of solutions and the issue of appropriate directions.
- Provision of information and reports to service and support relevant committees or working parties.
- Keeping up to date with developments in own field and the University sector generally, including appropriate continuing professional development.
- Any other duties in connection with post.

## **Qualifications and skills**

### **Essential**

1. HNC/D in a relevant building discipline plus a minimum of 5 years' recent relevant experience in building or Degree in a relevant building discipline plus a minimum of 3 years' recent relevant experience in building
2. Relevant experience should be in an Estates or a Professional Office to include a detailed technical knowledge of construction processes and contract procedures.
3. Experience that will demonstrate authoritative knowledge of the Codes of Practice, legislation and regulations, work practices and/or professional guidelines relevant to construction projects, including commercial awareness.
4. Evidence of good project and staff/contractor management experience.
5. Computer literate with keyboard skills together with a wide knowledge of computer-based systems used in the construction processes.
6. Suitable analytical and problem-solving ability.
7. Good interpersonal and written skills with the ability to write clear reports and present options and recommendations
8. Ability to organise and direct self; good analytical & problem-solving capability.
9. Valid UK driving licence.
10. Willing to carry a mobile telephone.
11. Willing to attend University out of hours

### **Desirable Criteria**

1. Degree in relevant building discipline
2. Corporate membership of a relevant professional institution (eg. MCIQB)
3. Evidence of Continuing Professional Development (CPD)



4. Experience of Managing Minor Works within in an Estates setting

