

JOB DESCRIPTION

Job Title: PMO Project Manager (Building Construction)
Job Ref: EST323-R
Campus: All Campuses – Based at Hendon
Grade: 8
Salary: £45,153 - £51,914 per annum inclusive of London Weighting
Period: Permanent
Reporting to: Associate Director, Projects and Programme Management Office

**Reporting to
Job Holder:** None

Overall Purpose: To be involved in the planning, design and survey in the development of all University construction projects ranging from small refurbishments to new build and defect diagnostics. The post holder will be required to interface projects works with University operations including, but not limited to, EFMS Maintenance refurbishment works, academic activity and ad hoc bookings. Responsible for the management of approved project budgets and for the overall programme of activity leading to successful completion.

Principal Duties: The principal duties of the role are as follows:

- Responsible for the effective project management of all assigned infrastructural developments across the University.
- Ensure the smooth running and timely execution of all projects that are the responsibility of the post-holder
- To represent the University internally and externally and provide detailed accounts of project progression.
- To plan and deliver the Long Term Maintenance Programme and Estates Capital projects.
- To manage the Long Term Maintenance data into identifiable projects and then present the necessary information about timing, budgets, programme (including programme fit with university business as usual), etc. to the Associate Director.
- To provide professional advice to all project stakeholders, many at senior manager level, with respect to all aspect of Project implementation and implications of same. To also provide pre-project advice to Senior Management with respect to project costing and feasibility based on scope of work proposals.
- To ensure compliance with all Health and Safety Legislation and University Guidance notes in the execution of work/duties undertaken, at all times.
- To provide the Associate Director with regular updates and written reports as required.
- To undertake duties of contract Administrator for all project works (including consultant appointments where used) undertaken by the projects office including, but not limited to, initial tender documentation, tender adjudication and award, project change control, project constraint management and project close.
- Provide project consultancy service to colleagues within Estate and Facilities Management Service.

- To keep abreast of all professional developments in Construction industry to ensure that they are incorporated into the EFMS process and work practices.
- Maintain a working knowledge of reactive maintenance processes, technology and works-in-hand in order to interchange effectively with the reactive maintenance staff.
- Any other reasonable duties as requested by the Associate Director.

Working Conditions

- Hours:** 35.5 hours per week throughout the year. Actual daily hours by prior arrangement but normally between 9.00am to 5.00pm Monday to Friday although the demands of the job may sometimes require work outside these hours including overnight, at weekends or on Bank Holidays.
- Leave:** 30 days plus 6 extra days to be taken in conjunction with Bank Holidays.
- Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation.

PERSON SPECIFICATION

It is **essential** that the post holder is educated to degree level AND has relevant work experience which includes:

- Proven experience as a chartered building surveyor with experience of project management within the construction industry.
- Demonstrable successful experience of budgeting and financial control.
- A flexible, problem solving, customer orientated approach and good communication skills.
- Ability to prioritise under pressure.
- Commitment to working in a team environment while also having sufficient independence to lead projects within corporate constraints.
- Proficient in Standard Microsoft office applications including Microsoft Project.
- Proven successful record to drive the full spectrum of project delivery from inception to completion in a complex environment.
- Demonstrable knowledge of Construction legal requirements and bylaws and their application.
- Strong written and oral communication skills.

It is **desirable** that the post holder has:

- Experience gained in an education or public sector environment.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed

after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:
<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Flexible working applications will be considered.

Closing date for receipt of applications: see job advertisement

What Happens Next ?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact **Zuzana Botkova**,
Z.Botkova@mdx.ac.uk, **020 8411 5419**.

If selected for interview, you will hear directly from someone in the School/Service/Campus, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.