

JOB DESCRIPTION

Job Title: PMO Project Manager (Building Construction)
Ref no: PMO21-R
Campus: All Campuses – Based at Hendon
Grade: 8
Starting Salary: £49,617 per annum inclusive of Outer London Weighting rising to £57,038 incrementally each year.
Hours: 35.5 hours per week, actual daily hours by arrangement
Period: Permanent
Reporting to: Head of Estate Project Portfolio, Programme Management Office

**Reporting to
Job Holder:** None

Overall Purpose: The Portfolio Management Office (PMO) is the partner in improving institutional performance and increasing change capability and confidence. Our focus is on project prioritization, continuous innovation and success, and integrating institutional planning that is aligned with risk assessment and management processes. PMO enables the governance of change making, provides services and support to the management of project, programme, and portfolio work; and brings value to the MDX community by “simplifying the journey.”

This role is required to be involved in the planning, design and survey, procurement and construction of University building 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, Estates Maintenance refurbishment works, academic activity, operations and ad hoc bookings.

You will be responsible for providing technical and professional advice as necessary to ensure that all work is carried out efficiently, to the required quality, time, and budget constraints and in accordance with legal and statutory requirements, to ensure compliance with the latest CDM regulations and Health and Safety standards.

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, according to best practice, the RIBA Plan of Work, from inception to completion and final handover to the Client.
- Responsible for the management of approved project budgets and for the overall programme of activity leading to successful completion.

- Ensure the smooth running and timely execution of all projects that are the responsibility of the post-holder.
- To develop, manage and coordinate internal and external project stakeholder teams in support of projects. This includes coordinating the work of specialist project teams which will include personnel from external consultants, and coordination with University departments and staff to ensure that projects are completed in accordance with the original brief.
 - To procure the services of, to liaise with and/or manage external consultants and suppliers, and ensure that proposed procurement strategies satisfy the University's procurement rules.
 - To prepare and monitor programmes of works to ensure that works are completed in accordance with the programmes and within the agreed cost limits. Proactively manage and resolve any under-performance issues that may arise.
 - To oversee the application of VFM techniques (e.g. whole life-based design, value management, post occupancy evaluation) and to assist in their review and development. Ensure that issues are flagged up to the relevant stakeholders in a timely fashion so that all requirements are taken into account before decisions are made.
 - 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 Head of Estate Project Portfolio, and other senior management.
 - 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 (CDM 2015 Regs) and University Guidance notes in the execution of work/duties undertaken, at all times.
 - To provide the Senior Management with regular updates and written reports as required.
 - To undertake duties of Contract Administrator for all project works where assigned 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 Head of Estate Project Portfolio.

- To prepare and maintain monthly progress records together with costs of all projects, work schedules and other reports as needed. To attend staff meetings and training as required.

PERSON SPECIFICATION

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

- Proven 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. This will include all of the usual project management disciplines, e.g.:
 - Business case development
 - Project and resource planning
 - Budget management
 - Quality assurance
 - Risk management
 - Supply Chain Management
 - Procurement
 - Stakeholder management
 - Management and monitoring of project finance and programme, and production of regular management reports
 - Compliance with all internal and statutory processes, gateway procedures, H&S, procurement, etc.
 - Contract management
 - Management of the professional consultant team and other supply chain partners against agreed KPIs
 - Handover to end users and acceptance into use
 - Project evaluation and lessons learned
- Demonstrable knowledge of Construction legal requirements and bylaws and their application.
- Strong written and oral communication skills.

Equality Diversity and Inclusion

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion.

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

- Experience gained in an education or public sector environment.
- Experience as a chartered building surveyor

M U Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

Annual Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

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.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Standard paragraphs for posts requiring a DBS certificate

This post is exempt from the Rehabilitation of Offenders Act 1974 and requires a Disclosure and Barring Service certificate. You are therefore required to disclose details of any criminal record. ALL criminal convictions, cautions, reprimands or final warnings, even if they would otherwise be regarded as spent under this Act must be disclosed, as well as any other information that may have a bearing on your suitability for the post, including pending prosecutions.

The University will apply for a DBS certificate before your appointment is confirmed.

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 Silwat Haider, Head of Estate Project Portfolio, S.Haider@mdx.ac.uk