



Haileybury

Job Description

Job Title : Head of Capital Projects
Department : Estates
Responsible to : Estate Bursar
Last reviewed : 28 October 2020

Job Outline & Purpose:

The Head of Capital Projects will be responsible for the identification, production and delivery of capital projects on site and is a vital part of delivering the Estate Masterplan whilst ensuring the existing estate is well maintained.

The Head of Capital Projects will work closely with other members of the Estates Management Team to ensure projects are completed effectively, efficiently, accurately, within allocated deadlines and budgets and with due regard to achieving best value for money.

The post is a full time position and involves core working hours of 40 hours per week to be allocated by the Estate Bursar. The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the Estate is used by pupils at weekends, which are also the time most parents visit the School, there may be a requirement for the job holder to work early mornings, evenings and weekends.

Duties:

The post-holder will:

- Assist in the preparation of feasibility studies, building, engineering and grounds designs, cost estimates for construction works and the preparation of specifications, drawings and tender documentation for improvement works ensuring that they meet the cost and time targets agreed
- Co-ordinate the project work of both the in-house and external design teams with the guidance of the Estates Bursar, to prepare detailed designs for allocated schemes using computerised design and information technology as appropriate
- Ensure that the Health and Safety protocols of Haileybury are adhered to at all times, working in conjunction and in co-operation with the Health and Safety Manager. They will also be responsible for ensuring all staff and contractors working under their direction are fully aware of these standards and adhere to all aspects of them
- Maintain a full and complete electronic record, of all projects for which they are involved in. Such project records will include, but will not be limited to Planning and Building Control applications, CDM risk assessments and notifications, VAT reclamation assessments, etc.
- Assist in supervising and controlling designated projects, ensuring they comply with the agreed brief and meet stated requirements of quality, programme and financial allocation for that project. As part of this, they will assist in interaction with departments, carefully planning the commissioning process with user groups
- Assist in ensuring that the technical quality and safety of the installations in the schemes under their control are of the required standard
- Maintain effective communication, developing a plan for each scheme via adequate liaison and forging good working relationships with managers and other users. A variety of techniques may be required to fulfil the communications plan, including face to face meetings, presentations and appropriate documentation

- Keep the Estate Bursar, and any relevant member of the management team, fully up to date and informed about allocated areas of responsibility and to report significant problems as appropriate and within a reasonable timeframes
- Be proactive in analysing departmental working practices and procedures, suggesting to the relevant parties where improvements can be made and implementing any such suggestions that have been approved by the Estate Bursar
- Ensure that all work is supported with appropriate documentation, planning their time to ensure they complete allocated tasks within agreed timescales
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role
- Maintain a code of confidentiality commensurate with the role
- Undertake their responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Estates Bursar, which fall within their capabilities or the requirements of the School.

Person Specification

ESSENTIAL

Experience:

- Initiating, developing and delivering major capital projects of at least £5m
- Demonstrate experience of working through all 8 stages of the RIBA project stages
- Procuring design team expertise to support projects
- Knowledge of current legislation, including but not limited to Health and Safety at Work Act, DDA, CDM Regulations and Building Regulations

Skills:

- Proven experience of working within construction or a project management environment
- Good working knowledge of the principles of project management
- Excellent communication and interpersonal skills at all levels
- Strong numeracy and literacy
- Ability to supervise, manage and work as part of a team
- Well organised with the ability to prioritise tasks
- Ability to work effectively, efficiently, accurately to deadlines and under pressure
- Able to work individually and on own initiative
- Polite and confident with the ability to be tactful, diplomatic and transparent
- Proactive, flexible, self-motivated, enthusiastic and resourceful
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Honest, reliable, committed and punctual

Qualifications:

- Educated to degree level or equivalent

DESIRABLE

Experience:

- Knowledge of property/estate/leases management
- Previous project management work and other significant experience within an education setting

Skills

- Be acquainted with general technological developments on matters which may affect or be beneficial to the area of work for which they are responsible
- Strong facilitation and influencing skills
- Ability to maintain a flexible attitude towards change

Qualifications

- Prince II or similar project management qualification
- Management qualification

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.