



## Job Description

<b>Job Title:</b>	<b>Estates Project Manager</b>
<b>Department:</b>	<b>Estates</b>
<b>Responsible to:</b>	<b>Estate Director</b>
<b>Salary:</b>	<b>Competitive + Benefits</b>
<b>Last reviewed:</b>	<b>March 2022</b>

### Job Outline and Purpose:

The role of the Estates Project Manager is to be responsible for the delivery of estates projects across the Haileybury Estate (including residential properties).

Working directly for the Estate Director and working in close co-operation with other members of the Estates Management Team.

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.

The job holder may be required to respond to estate related emergency situations outside of normal working hours, attending onsite as and when required.

It is expected that all duties will be completed effectively, efficiently, accurately, within allocated deadlines.

The nature of a 24hr a day, 7 days per week boarding school requires staff to work flexibly and as the School is used by pupils at weekends, which is also the time most parents visit, there may be a requirement for the job holder to work early mornings, evenings and weekends.

### Duties:

The Estates Project Manager will:

- Work with the Estate Director and Head of Maintenance to oversee and keep up to date the rolling refurbishment programme
- Be responsible for the supervising and controlling of designated projects and must ensure they comply with the agreed brief and meet stated requirements of quality, programme and financial allocation for that project.
- With the support of the Estate Director, ensure that all relevant contractors and consultants are aware of and adhere to, the School's procedures for completing and working in accordance with risk assessments, health and safety standards, risk control systems, first aid procedures and fire safety arrangements.

- Co-ordinate the work of both the in-house and external design teams with the guidance of the Estate Director, to prepare detailed designs for allocated schemes.
- The post-holder will assist in maintaining a full and complete record on a computer database, of all projects for which the post-holder is involved in. Such project records will include, but will not be limited to, Planning and Building Control applications, CDM risk assessments and notifications.
- Maintain effective communication for each scheme via adequate liaison and developing 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.

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 Line Manager, which fall within their capabilities or the requirements of the School.

## **Person Specification**

### **Experience**

- Considerable experience of managing small to medium sized construction projects
- Considerable experience within a building or building fabric environment
- Proven experience working on large estate with listed buildings
- Considerable experience managing works contractors

### **Skills**

- A sound knowledge of the principles of project management and project management software
- A sound knowledge of relevant Health and Safety protocols
- A sound knowledge of Construction Design and Management Regulations 2015
- Able to communicate effectively and appropriately with all relevant client groups, both internally and externally
- Ability to understand and operate within a school environment
- Well organised with the ability to prioritise work to deadlines and under pressure, whilst at all times providing a safe working environment which adheres to Health and Safety best practice
- Ability to work in a team and individually, using own initiative
- Excellent communication and interpersonal skills at all levels
- Accurate with an eye for detail
- Good numeracy and literacy skills
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed

### **Qualifications**

- Relevant project management qualification

## **Desirable**

### **Experience**

- Experience of working in a school or other educational environment

### **Qualifications**

- Prince II qualification or similar
- First Aid Qualification
- IOSH

### **Child Protection at Haileybury**

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.