



Haileybury

Job Description

Job Title : **Estates Assistant Project Manager**
Responsible to : **Estates Project Manager**
Department : **Estates**
Last reviewed : **June 2022**

Job Outline & Purpose

The role of the Estates Assistant Project Manager is to assist in the delivery of small to medium sized capital projects across the Haileybury Estate (including residential properties) and aiding in the coordination of the Capital Programme.

Working directly for the Estates Project Manager and working in close co-operation with other members of the Estates Teams.

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, whilst delivering to the organisation's aspirations.

Consolidation of information and drawings - both existing and arising - into a sound information management system, aiding in the development of processes around data management and coordination.

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

Duties:

The post-holder will:

- work with the Estates Project Manager to oversee and keep up to date the capital programme
- work with the Estates Project Manager to define the standard for delivery and coordination of projects at Haileybury, and subsequently ensure adherence to this
- be responsible for the supervising and controlling of designated projects and ensure they comply with the agreed brief and meet stated requirements of quality, programme and financial allocation for that project.
- with the support of Estates Project Manager, 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
- coordinate the work of both the in-house and external design teams with the guidance of the Estates Project Manager, to prepare detailed designs for allocated schemes
- be sure to drive diligence into all aspects of the project, ensuring good design development, safe and accurate delivery and clean, successful handover

- assist in maintaining a full and complete record on a computer database, of all projects in scope. 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

- Experience of managing small to medium sized construction projects
- Experience within a building or building fabric environment
- Experience managing building/engineering works contractors
- Previous experience of working in a school or other educational environment advantageous
- Proven experience working on a large estate with historically significant and protected buildings desirable
- Experience working with AutoCAD and creating/updating drawings

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
- Excellent communication skills with all relevant client groups, both internally and externally
- Ability to operate within and understand a school environment
- Good knowledge of AutoCAD
- Well organised with the ability to prioritise work to meeting deadlines under pressure
- 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

- Degree level education, Trade training/apprenticeship NVQ and or City and Guilds, or equivalent relevant experience essential

Desirable

- Prince II or similar project management methodology qualifications
- Junior Membership to professional body - APM, RIBA, RICS etc
- IOSH supervising/managing safely
- AutoCAD or similar drawing software 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.