



Job Description

Job Title:	Estate Projects Manager
Department:	Estates
Responsible to:	Estate Director
Last reviewed:	November 2023

Job Outline

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

Reporting to the Estate Director and working in close co-operation with other members of the Estates Management Team.

The post-holder will be responsible for delivery of projects from inception to completion, overseeing all aspects of the project. Projects will vary in size from minor works to large capital projects. Projects will be delivered in a variety of ways including utilisation of an in-house team of maintenance staff through to full scale projects with respective design team members and external contractors.

The post-holder will be responsible for maintaining and updating all building drawings using AutoCAD and utilising other BIM software.

The post-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 and 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 post-holder to work early mornings, evenings and weekends.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

- Work with the Estate Director to oversee and keep up to date the rolling refurbishment programme.
- Be responsible for the supervising and controlling of designated projects. The post-holder 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.
- Coordinate 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.
- Line management of the in-house project delivery team.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Estate Projects Manager Person Specification

	Essential	Desirable
Qualifications		
Good general level of education (to A level or equivalent)	✓	
Full driving licence	✓	
Relevant Project Management qualification	✓	
Knowledge, Skills and Experience		
Excellent organisational and time management skills	✓	
Excellent literacy and numeracy skills	✓	
Considerable experience within a building or building fabric environment	✓	
Considerable experience of managing small to medium sized construction projects	✓	
Proven experience working on large estate with listed buildings		✓
Considerable experience managing works contractors	✓	
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	✓	
Accurate with an eye for detail	✓	
Personal Attributes		
Good understanding of working in a school and residential environment	✓	
Ability to work to work to deadlines and under pressure	✓	
Ability to work unsupervised and use own initiative	✓	
Willingness to work flexibly when required, and the ability to adapt to the needs of the role	✓	
Enthusiastic with the ability to learn	✓	
Conscientious, trustworthy and reliable	✓	
Excellent communication and interpersonal skills at all levels	✓	