

## **JOB DESCRIPTION**

**JOB TITLE:** Estates & Project Manager – Fixed Term

**REPORTING TO:** Head of Estates

**SALARY RANGE:** PO2

**LOCATION:** Orchard Hill College & Academy Trust, Sutton with travel across the Trust

### **Purpose**

The Estates & Project Manager is responsible for supporting the Head of Estates and Facilities in the management and delivery of projects across the Orchard Hill College and Orchard Hill College and Academy Trust's (OHCAT) estate.

This position will support in the day-to-day management of capital projects from their inception through to their completion, ensuring all appropriate project documentation is developed and completed.

This will also include the delivery of project progress reports for the Head of Estates and Facilities and project stakeholders.

### **Key Responsibilities**

- Prepare and review project related documents including project specifications and tender documents.
- Supervision and coordination of the work of surveyors and contractors.
- Ensure projects are delivered with due regard to the Trust's finance regulations and in line with strategic objectives.
- Managing and leading change to ensure minimum disruption to Trust, School and College activities.
- Work with the Head of Estates & Facilities and the Head of Health & Safety to ensure that all projects meet health and safety requirements during and after project lifecycle.
- Quality assure work of surveyors or contractors including sign off of work in line with payment certificates. Following up on any deficiencies.
- Liaise with internal stakeholders Principals, Finance and IT.
- To maintain and monitor an effective management system for all Estates related projects.
- Prepare and update risk assessments.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the Trust.

## **PERSON SPECIFICATION**

### **Experience, Skills & Capabilities**

- Experience of managing projects related to buildings and grounds.
- Experience of working with a wide range of external partners and internal stakeholders.
- Experience of managing contractors and achieving improvements in contractor performance in terms of timely completion and cost management.
- Experience of managing multidisciplinary teams with evidence of achieving improvements in the flexibility, teamwork, productivity and morale of the team.
- A professional qualification, in building, estates, facilities or related area.
- A recognised project management qualification.
- A good working knowledge of buildings and estates, preferably educational and associated health and safety legislation.
- Evidence of successfully managing significant project budgets and delivering value for money.
- Ability to evaluate jobs and estimate costs.
- Evidence of effective prioritisation of workload and projects.
- Ability to lead the implementation of change and change management.
- Strong and effective leadership style with good inter-personal skills.
- Strong communication skills (both oral and written) with an ability to articulate proposals to all key stakeholders.