

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
PROFESSIONAL SERVICES
DIRECTORATE OF ESTATES AND FACILITIES
PROJECTS TEAM
PROJECT OFFICER
VACANCY REF: PSX-026095

Salary: Grade 6 £36,024 to £44,263 per annum, depending on relevant experience

Hours: Full Time

Duration: Permanent

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Stuart Lockwood

Email: stuart.c.lockwood@manchester.ac.uk

Overall Purpose of the Role

With a primary responsibility to the Estates & Facilities Project Team, the post holder undertakes a key role in the strategic delivery and execution of construction projects. This includes a portfolio of smaller projects together with a large number of projects varying in expenditure from £1m to £100m delivered over a number of years. They will be involved in designing, establishing, and managing relevant systems and processes, providing critical financial and organisational support to the Associate Director of Projects and the overall team, including oversight, forecasting and planning around project data and financial programming and budgeting to help ensure projects are completed effectively and efficiently. Along with key skills in organisation, administration, IT applications and financial planning. The postholder will drive transformational change on how projects are administrated, managed and reported, this will also include establishing and reviewing processes, reports, analysis, providing key support to the Associate Director of Projects on both day to day and strategic tasks and providing key liaison with senior leaders within Estates & Facilities and University Directorates, especially Finance.

Key Responsibilities, Accountabilities and Duties:

- To advise, instruct and support Project Managers, Project Building Surveyors and other construction professionals as required, with prioritised administrative, financial and project

programme delivery tasks on multiple construction projects relating to new build, refurbishment and long-term maintenance.

- Design, create and manage, the status, budget tracking and forecasting of project financial information including project budgets and expenditures ensuring they are aligned with anticipated spend. Ensuring the team maintain accurate financial records for all projects, directly liaising with the Associate Director of Projects and the Finance & Administration Manager (Estates Support). Implement, evaluate, monitor and continually improve processes and systems.
- Resource Management: Manage and maintain tracking resource management of all projects including the Projects Team, external consultants, and contractors. Provide advice and feedback to Associate Director of Projects on areas of risk and opportunities. Allocate tasks in relation to project status and progress, set priorities and performance targets (utilising project management systems and records), monitoring progress against agreed targets and performance criteria,
- Fee Income: Manage Projects Team fee income budget for all projects ensuring it aligns with forecast.
- Reporting: Review and monitor project spend through regular reports on financial status, and other key performance indicators for use at Directorate and University finance meetings and across numerous University committees.
- Communication: Enable through design and management, communication between Project Team members, consultants, and other stakeholders to ensure aligned sharing of data and tasks.
- Risk Management: Identify potential budget risks and resource allocation issues on projects and support the development of mitigation strategies.
- Procurement Support: Ensure procurement compliance, ensuring purchase orders and invoices are processed in accordance with University policies, procedures and Financial Regulations, ensure local systems monitor and analysis compliance and minimize all inherent risks around purchasing, value for money, for competition and regulatory requirements.
- Stakeholder Relations: establish, build and maintain positive relationships with internal and 3rd party agents and partners and other project stakeholders. Lead on related areas of continuous improvement, collaboration and innovation, actively engaging on change initiatives and leading on specific activities as appropriate.
- Strategic & Planning: The development, implementation, evaluation and monitoring of projects strategy, processes and procedures, providing strategic input and planning for the Projects Team operations and services, liaising with University and external associates / stakeholders, and assisting with the monitoring and reporting of strategic performance and improvement targets.
- Governance & Compliance:- Enable and monitor the team's compliance with other University policies, procedures and requirements, in particular those relating to health and safety; equality, diversity and inclusion; and information governance, leading on embedding these within day to day working practices.
- Contribute to the delivery of the University's Equality, Diversity, and Inclusion objectives.

- Provide guidance, orientation, awareness and training and Work constructively with a wide range of staff in the pursuit of The University's goals in relation to project delivery, continually building strong working relationships with colleagues across the University, thereby enabling mutual understanding and unity of skills and effort.
- Working alongside the Associate Director of Projects to promote team working and a collective sense of purpose within the team and across the broader Directorate of Estates and Facilities operation.

Person Specification

Essential Knowledge, Skills and Experience

- Relevant / appropriate technical qualification in Finance / Administration and/or related discipline or substantial experience of high level support as a skilled financial/ administrative practitioner.
- An established track record and experience of effective financial monitoring and control of projects and different budget areas.
- High levels of IT literacy including contemporary office applications (365 etc.) with a good understanding of the sector applications – relevant software systems and processes including business systems, reporting systems and desktop applications. Experience of working with Power Bi, MS Forms, Workflows and MS Power Apps and similar reporting tools would be beneficial.
- Experience of and ability to produce high quality professional written reports and correspondence, and in delivering clear written, visual and verbal reports or presentations that succinctly and clearly explain critical measurable or otherwise evidenced information.
- Proven ability in reliable/successful forecasting, managing and reporting on project budgets.

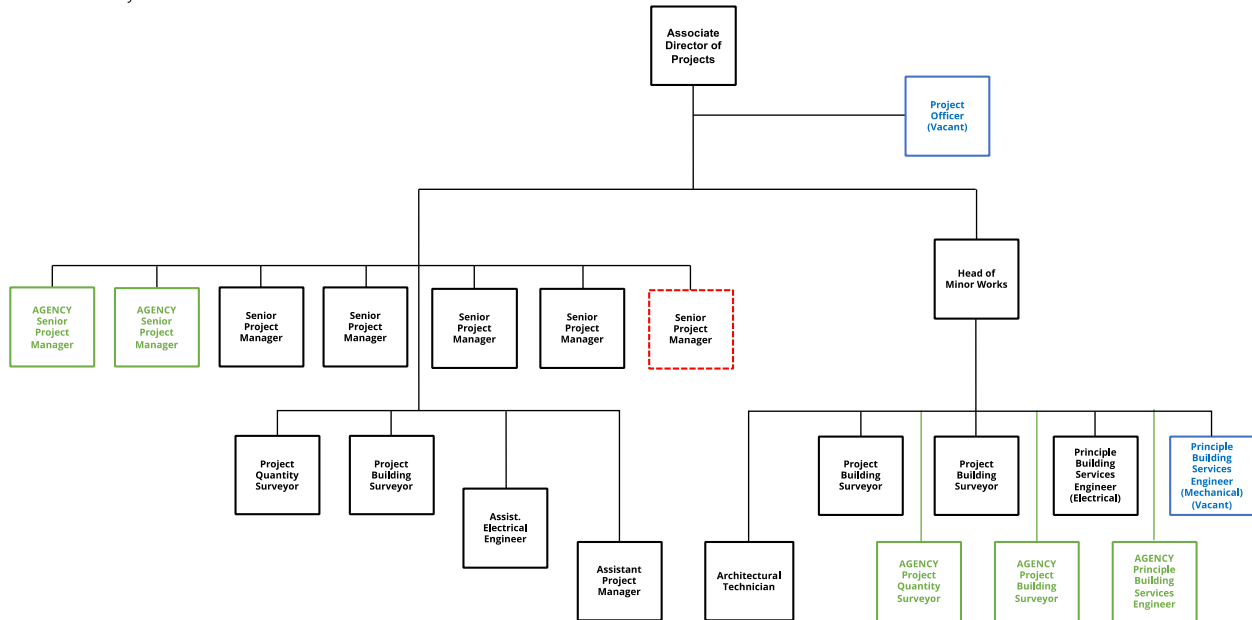
Desirable Knowledge, Skills, Experience and Qualifications

- Previous experience of working within a similar HE environment delivering construction related project programmes or programmes of an equivalent type.
- Extensive experience of using Power BI, MS Forms, Workflows and MS Power Apps

Reporting Structure for the Role



Directorate of Estates and Facilities – Projects Group Organisational Chart



Update: May 2024

Working for the University of Manchester

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive [benefits package](#) with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to [equality of opportunity](#) for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, [culturally diverse city](#), we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful [information on passports and visas](#), travel to the UK, accommodation and a number of other practical considerations.

The Directorate of Estates and Facilities:

The Directorate of Estates and Facilities forms part of the University's Professional Services, and it is the Directorate's duty to manage the University estate and to provide a safe, sustainable, efficient and comfortable environment for our staff, students and visitors.

We are continually improving the University estate; we construct new and refurbish existing buildings and develop imaginative and innovative landscapes. In addition, the Directorate of Estates and Facilities manages and delivers quality and client-driven services in security, cleaning, waste disposal, grounds and building maintenance, car and cycle parking.

We also provide food across campus, manage teaching rooms, the University hotel and conferences and provide a comprehensive media support service. We take our responsibilities to the environment very seriously and our sustainability team work closely with all areas of the Directorate to ensure all our undertakings contribute to a sustainable environment.

The Projects Team are an internal consultancy offering a multi-disciplinary design and project management service in relation to both new build and refurbishment schemes for the University of Manchester, managing projects from inception to completion in collaboration with University stakeholders.