

## Candidate Brief

# Project Officer

**Reference:** R180056

**Salary:** £32,548 to £38,833 per annum

**Contract Type:** Continuing

**Basis:** Full-time

**Closing Date:** 23:59 hours GMT on Sunday 8 April 2018

**Interview Date:** Tuesday 17 April 2018

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## Job description

### **Job Purpose:**

Responsible and accountable to the Project Officer/Team Leader for managing a range of building refurbishment projects, engineering installations, preparing feasibility options, and preparing and managing contract schemes.

### **Main Duties/Responsibilities:**

- ▶ To be the responsible person for the delivery of refurbishment schemes generally up to £250k with the majority being 10k to 100k. There will be the opportunity to assist in larger schemes where required including engineering infrastructure projects.
- ▶ To ensure that all schemes are delivered on time, within budget and to the quality expected, whilst ensuring a fast turnaround and a customer focused service.
- ▶ To act as lead where allocated and deliver a range of building and engineering refurbishment projects including the agreement of client brief, the preparation of drawings and specifications, applications for Planning Approval and Building Regulations, and the preparation of appropriate health and safety plans, risk assessments, and method statements. All in close association and liaison with engineering colleagues regarding building services requirements.
- ▶ To produce tender documentation for relevant schemes, including all prelims, specifications, contract amendments, and tender return documentation.
- ▶ Undertaking reviews of tender returns and producing tender evaluation reports
- ▶ To act as contract administrator for relevant schemes.
- ▶ To liaise closely with the University management groups associated with the planning of resources and facilities.
- ▶ To develop initial feasibility schemes and budget costs for potential schemes being considered by the University, which may also include the completion of detailed condition and dilapidation surveys.
- ▶ To assist with the initial preparation, and ultimate programming and supervision of the University's capital development plans.
- ▶ Review and continually update/develop all Estates minor works contract tendering procedures, standard tendering documentation, to ensure compliance with the University's purchasing requirements and policies.
- ▶ To maintain the University's Preferred Construction Contractors List and make recommendations to the Project Officer/Team Leader on suitable contractors and future membership of preferred contractors list based on previous performance within the University, financial appraisal, and health and safety performance, to ensure that the University has the opportunity to receive good market tender prices, from bona fide reputable contractors.
- ▶ To undertake regular and on-going assessment of the overall performance of all works contractors used on site, to ensure that works are carried out in a safe and proper manner, conforming the appropriate specification, resulting in the value for money provision of facilities, as required from the users brief.
- ▶ To assist the Engineering Manager with the formulation and implementation of a Long Term Maintenance programme based on detailed surveys and assessments of the buildings.
- ▶ To assist with the assessment and appointment of professional design teams, that will from time to time be required for larger projects.

- ▶ Liaise where necessary with University Safety Adviser and Fire Officer with respect to the details and planning of all construction schemes.
- ▶ To assist in the continual development of service delivery processes including the Project Management Procedures.
- ▶ To deliver schemes in line with Project Procedure including the production and regular updating of project programmes, change control registers, risk registers, client briefs, meeting minutes, etc.
- ▶ Participate in 'out of hours' call out service if required and carry out such other duties as may be commensurate with the post.
- ▶ Ensure O&M Manuals are provided in a timely manner and in a suitable format and enforce the O&M Policy on contractors.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>An honours degree or equivalent in a relevant subject.</p> <p>Evidence of continuing self-professional development.</p>	Application form
<b>Experience</b>	<p>Demonstrable experience of working in a building services/construction environment.</p> <p>Experience of budget and project management (delivering on time, budget and to the required quality).</p> <p>Experience of managing external advisors/contractors.</p> <p>Experience of Contract administration and familiarisation with JCT MW and IC.</p> <p>Working knowledge of CDM and Health and Safety Regulations.</p> <p>Knowledge of Building Regulations and Planning Regulations.</p> <p>A working understanding of the use and application of modern building services systems.</p>	Application form and Interview
<b>Aptitude and skills</b>	<p>Able to communicate clearly and effectively both orally and in writing to a range of people.</p> <p>Excellent ICT skills including MS Word, Excel and email.</p> <p>Working knowledge of AutoCAD design packages.</p> <p>Working knowledge of Project Management software.</p> <p>Numerate and IT literate to interpret/present data and integrate information.</p> <p>Strong interpersonal skills with an assertive and approachable manner.</p> <p>Good negotiation skills.</p>	Application form and Interview

	Essential	Method of assessment
	<p>Ability to work as part of a team and on own initiative and effectively prioritise a varied and demanding workload, often to tight deadlines. Practical approach to problem solving.</p> <p>Responsive and enthusiastic.</p> <p>Attention to detail and accuracy.</p> <p>Good time management, planning and organisational skills.</p> <p>Demonstrable ability to cover in the department and provide reasonable flexibility in terms of hours worked</p>	Interview
	Desirable	Method of assessment
<b>Education and qualifications</b>	Hold a Health and Safety management qualification (NEBOSH or equivalent).	Application form
<b>Experience</b>	<p>Experience of managing a multi-disciplinary design team.</p> <p>Experience of working within the HE sector or Public Sector environment.</p>	Application form and Interview

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

Name: Mr Christopher Geeves  
Job Title: Project Officer  
Tel: +44 (0)121 204 4014  
Email: [c.geeves@aston.ac.uk](mailto:c.geeves@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional Information

Visit our website [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr) for full details of our salary scales and benefits Aston University staff enjoy

**Salary Scales:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working in Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form.

**Data Protection Act 1998:** Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name



Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr)

