

Salix Project Manager

OPPORTUNITY

Where change
gets real.



Reference: 0567-25

Grade: 9

Salary: £47,389 to £56,535 per annum, depending on experience

Contract Type: Fixed Term (24 Months)

Basis: Full Time

Job description

Job Purpose:

Responsible and accountable to the Lead Project Manager for managing selected Salix Grant funded projects. The role holder will also manage a range of building refurbishment projects, engineering installations, prepare feasibility options, prepare and manage contract schemes and occasionally design small works. The role holder is expected to lead on project teams, identify practical solutions to existing problems and undertake a wide variety of concurrent schemes.

Main Duties/Responsibilities

The role holder will be expected to manage a variety of size of scheme simultaneously as required and 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 on all allocated projects and deliver a range of building and engineering refurbishment projects including the agreement of client brief, the preparation of drawings on AutoCAD where required, preparation of 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 and other relevant stakeholders such as the Fire Officer and Health & Safety Unit amongst others.
- ▶ To manage multiple projects at one time often with pressing deadlines and to ensure that work is prioritised appropriately considering importance of certain projects to University reputation, research need, and requirements of beneficiaries and other University activities.
- ▶ To programme and plan the delivery of projects appropriately within live buildings considering noise avoidance during University activities such as graduations, events, open days, examinations and the like.
- ▶ To produce tender documentation for relevant schemes, including all prelims, specifications, contract amendments, and undertake reviews of tender returns and producing tender evaluation reports.
- ▶ To act as contract administrator for relevant schemes.
- ▶ To represent the University's interests and to negotiate and steer the design such that all projects strike the appropriate balance between the client brief, specification, financial aspects and efficiency/effective layout (the latter via close liaison with the Space Team).
- ▶ Act as main point of contact for the end-user/requestor and keep an open line of communication. To manage expectations as required as regards timescales, feasibility of requests and anticipated outcome and articulate any issues in an appropriate way.
- ▶ To create design teams for larger projects by appointing consultants/stakeholders etc. To chair design team meetings and make final decisions; motivate all to achieve outcomes; and to liaise with internal and external stakeholders effectively.
- ▶ 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.
- ▶ Producing business cases and bids for internal funding for presentation at appropriate committees where required.
- ▶ To support the Lead Project Manager in reviewing and to continually update/develop all Estates minor works contract tendering procedures, standard tendering documentation, to ensure compliance with the University's purchasing requirements and policies.
- ▶ Expected to lead in identifying, assessing and managing risk and issues within lead projects, only escalating to Lead Project Manager when necessary.
- ▶ To undertake regular and on-going assessment of the overall performance of all works contractors used on site for allocated projects, to ensure that works are carried out in a safe and proper manner, conforming the appropriate specification and design guide and are of

appropriate quality, resulting in the value for money provision of facilities. To deal with and overcome any immediate issues or concerns regarding performance of contractors.

- ▶ To undertake regular on-site inspections and general clerk of works duties on the role holder's projects to ensure delivery of work as specified and to a good level of workmanship.
- ▶ To ensure that soft landings are carried out on allocated projects as per handover procedures, including handover of asset information, familiarisation training with users, Estates staff and relevant stakeholders e.g., security prior to completion, and that O&M manuals are provided in a timely manner and in a suitable format and enforce the O&M policy on contractors. To conduct post occupancy evaluations where required and to maintain a lessons learnt register.
- ▶ To undertake regular and appropriate CPD.
- ▶ To support the Lead Project Manager in the continual development of service delivery processes including the Project Management Procedures and appropriate guidelines.
- ▶ To deliver schemes in line with Project Management Procedures including the production and regular updating of project programmes, change control registers, risk registers, client briefs, meeting minutes, etc.
- ▶ To ensure compliance with Health & Safety policies and relevant statutory standards including the Health & Safety at Work Act within allocated projects. Ensure that the permit to work systems, risk assessments, safe working practices and safety plans are implemented.
- ▶ Participate in 'out of hours' call out service if required.
- ▶ To undertake any other duties, as from time to time may be required, commensurate within the grade of the post.

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
Education and qualifications	<ul style="list-style-type: none"> ▶ An honours degree or equivalent qualification in a relevant subject or significant demonstrable experience of working in a construction environment in a project management capacity or similar. ▶ Evidence of continuing self-professional development. 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of budget and project management (delivering on time, budget and to the required quality). ▶ Experience of managing a multi-disciplinary design team/contractors. ▶ Engaging and motivating project personnel and other stakeholders. ▶ Working knowledge of CDM and Health and Safety Regulations. ▶ Knowledge of Building Regulations and Planning Regulations. ▶ A working understanding of the use and application of modern building services systems. ▶ Experience of design and specifying small works where a design team will not be appointed. ▶ Experience submitting tenders - producing documentation, undertaking reviews and producing evaluation reports. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ Able to communicate clearly and effectively both orally and in writing to a range of people. ▶ Excellent ICT skills including MS Word, Excel and email. 	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> ▶ Working knowledge of Project Management software. ▶ Numerate and IT literate to interpret/present data and integrate information. ▶ Strong interpersonal skills with an assertive and approachable manner. ▶ Good negotiation skills. ▶ Ability to work as part of a team and on own initiative and effectively prioritise a varied and demanding workload, often to tight deadlines. ▶ Critical thinking and problem solving, with the ability to objectively analyse and evaluate situations in order to identify practical solutions. ▶ Responsive and enthusiastic. ▶ Attention to detail and accuracy. ▶ Good time management, planning and organisational skills. ▶ Demonstrable ability to cover in the department and provide reasonable flexibility in terms of hours worked. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Membership of a relevant professional body ▶ Hold a Health and Safety management qualification (NEBOSH or equivalent). 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of Contract administration and familiarisation with JCT MW and IC. ▶ Working knowledge of AutoCAD design packages. 	Application form and interview

	Desirable	Method of assessment
	<ul style="list-style-type: none"> ► Experience of working within the HE sector or Public Sector environment. 	

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.



How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/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.

Contact information

Enquiries about the vacancy:

Name: Christopher Geeves / Claire Evans

Job Title: Lead Project Manager / Head of Capital Development & Space Management

Email: c.geeves@aston.ac.uk / c.l.evans@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

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 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.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000

www.aston.ac.uk