



Job Description

Directorate/Division: Estates

Title of Job: Estates Projects Manager

Responsible to: Head of Estates

Key Purpose: Within the context of the College's commitment to providing quality education for all, to work as part of the Estates Management Team to provide an efficient and high quality environment. To oversee the delivery of minor capital and efficiency projects of the property portfolio.

Grade: POF

Location: Expected to work at every college campus as required. Based out of Paddington Green Campus.

MAIN DUTIES AND RESPONSIBILITIES

1) Estates Change projects

- a) Planning and overseeing moves and changes to spaces
- b) Consulting and specifying capital works projects
- c) Project Management of estates capital works projects
- d) Communications with stakeholders relating to change projects
- e) Writing reports for management and governors on capital projects.

2) Funding and financial

- a) Ensuring projects are delivered within the standing financial instructions and Managing Public Money arrangements
- b) Securing and administering Capital Funding streams available to the organisation for capital works
- c) Coordinating with finance colleagues to minimise impacts upon Group cash flow

3) Development

- a) Leading on the FFE fit out for the new campus being lead by the Director of Development

- b) Supporting the Development team with internal consultation with stakeholders of the Group

4) Collaboration with colleagues

- a) Working within the Estates Management Team, ensure the college complies with all statutory and legal obligations falling within the Estates remit
- b) Provide project management expertise for minor improvements projects within the department
- c) Working with managerial colleagues to specify and deliver minor change projects for the organisation
- d) Work with management colleagues to improve resilience to business continuity interruption across the Group.
- e) Work with management colleagues align service deliveries in line with Student and Staff expectations

5) Any other duties

To undertake any other such duties commensurate with the grading of this post in consultation with the Head of Estates

To work at all college buildings as required.

This job description is current as of the date shown below. In consultation with the post-holder, it is liable to variation to reflect changes in the post.

FM April 2025

PERSON SPECIFICATION: Estates Projects Manager

CRITERIA		Essential	Desirable
1.	Experience in project management on major (multi-million pound) property change projects	✓	
2.	Formal H&S qualification in Managing Safely		✓
3.	Experience with funding applications and progress report submissions to central FE funders; GLA, Salix, DfE etc		✓
4.	Degree level or equivalent academic qualification	✓	

5.	Excellent IT skills	✓	
6.	Excellent written and verbal communication skills	✓	
7.	Formal Project Management qualification, preferably PRINCE2 practitioner	✓	
8.	Demonstrable understanding of the workings of an FE college, multiple years experience working across different support departments preferred	✓	
9.	An awareness of the College's Equal Opportunities Policy and an appreciation of its practical relevance to the duties of the post.	✓	
10.	An understanding of the College's responsibilities and procedures for safeguarding young people and vulnerable adults.	✓	

An Enhanced Disclosure will be requested of the successful candidate.

Disabled candidates meeting the essential criteria are guaranteed an interview.

Important Note to Applicants: You should ensure that your Supporting Statement (Section 7 of the application form) addresses each of the points contained in the person specification in turn.

FM April 2025