Project Manager

Job Ref: REQ260838

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Programme Management Office (PMO)
The PMO is responsible for providing multi-disciplinary consultancy services, including project management, for the University.

The section mainly consists of architects, building surveyors, technicians, engineers, who manage the property portfolio and development requirements of the University. These posts have been created to strengthen the existing project management team in response to demand for supervision of major/minor/LTM capital projects with values between £50k and £50m. Each project manager is expected to work with a minimum of supervision to deliver projects from inception to completion and to be able to demonstrate value for money for the University, though this is not necessarily a project at minimum cost.

The section is based in attractive, modern, open plan, team oriented offices and is well equipped with the latest hardware and software.

Job Description

Job Grade: Management & Specialist Grade 7

Job Purpose
To act as project manager/client representative for the University on its major/minor/LTM capital projects responsible for appointing and managing teams of external consultants. The post-holder will be required to undertake the duties of a designer in taking briefs and other technical works associated with the planning and execution of projects.

Job Duties

- To project manage capital works with a minimum of supervision, preparing and presenting reports as required.
- To provide procurement advice to University clients on construction works.
- To obtain briefs from clients and test the briefs.
- To assist clients in preparation of design proposals and employers requirements.
- Undertake feasibility studies and prepare budget estimates.
- To develop design proposals with consultants as required.
- To brief and appoint external consultants on project requirements and to monitor the performance of the team and the project.
- To control and supervise contractors working on site.
- To liaise with other members of E&FM and co-ordinate works.
- To develop and maintain, in conjunction with the E&FM Services section, the standardisation of specifications and working methods.
- To understand and implement Health and Safety policies and requirements for yourself and others, commensurate with your level of responsibility within the Department to enable you to discharge your other duties and responsibilities safely.

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Communication
To work as an active member of the PMO section in the first instance and as a team member of E&FM.

Training
To attend appropriate personal development courses.

Authority
a) To be responsible for the delivery of the core duties.
b) To raise orders and payments to suppliers and contractors for authorising by others.
c) To dispose of redundant goods and materials, following agreed procedures.
d) Such other authority specifically delegated.

Functional Contacts
All staff within the PMO section
All staff within the Services section.
All line managers within E&FM.
Other service departments within the University.
School and Departmental managers and administrators.
Finance Office.

Standards of Performance
a) Performance in line with Personal Development Review and wider University strategy and objectives
b) Integration within the department and constructive relationship management
c) Delivering projects safely in accordance with the project brief and providing value for money
d) Works carried out to required University and legislative standards.
e) Compliance with University procedures.
f) Effective management of multiple projects and University processes

Points To Note
The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions
All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility
Reports to the Head of Programme Management Office.

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Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application
2 – Test/Assessment Centre/Presentation
3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of building design and specification across a broad spectrum of building types.	1, 2, 3
	Knowledge of building services design and specification as part of the design process	1, 2, 3
	Knowledge and previous use of traditional, D and B procurement routes/contract forms.	1, 2, 3
	Project management from inception to completion.	1, 2
	Preparation of and monitoring for compliance with ER documents.	1, 2
	Use of computer aided design.	1, 2
	Management of teams of construction professionals and contractors.	1, 2, 3
	Sound practical knowledge of construction industry.	1, 2, 3
	Knowledge of Health and Safety Legislation and experience of its application to construction projects.	2
	Recent experience of managing a variety of construction contracts	1, 2, 3
Skills and abilities	Enthusiasm, confidence and initiative to be able to lead projects.	2, 3
	Negotiation skills sufficient to be able to ensure that the objectives of projects are met.	2, 3
	Ability to identify and solve problems relating to specific projects.	2, 3
	Ability to work as part of a team as well as independently.	2, 3
	IT skills sufficient to be able to produce reports and statistical information.	1, 2
	Experience of taking briefs from non-construction clients.	2, 3
	Ability to manage multiple projects at any one time and prioritise a demanding workload.	1, 2, 3
	Excellent communication skills sufficient to be able to deal with a wide range of people.	2, 3
	Ability to present information professionally, in a variety of ways.	1, 2, 3
Education	Educated to degree level or equivalent.	1
	To have achieved or be willing to work towards achieving the NEBOSH Construction Management certificate.	1, 2
Training	Continually updating personal development to extend management and technical skills in line with the E&FM Personal Development Review. Continually improving on attributes and competences related to the above.	2

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Other	To observe the University's Equality, Diversion and Inclusion Policy with specific focus on the Equal Opportunities:Code of Practice at all times.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of management within large complex organisations	1, 2, 3
	Previous experience acting as client representative.	1, 2
	Previous experience of delivering projects under BIM.	1, 2
	Use of MS project	1, 2, 3
	Knowledge of sustainable and inclusive design construction and management systems including passivhaus/enerphit.	1, 2, 3
Skills and abilities	Skills in related professional discipline or technical/advisory organisations	2
Education	Membership of relevant professional institute.	1

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Management & Specialist, Grade 7, (£47,389 – £56,535) per annum, at a starting salary to be confirmed on offer of appointment.
The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found here.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html

In addition, the University is supportive, wherever possible, of flexible/dynamic working arrangements.
We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see http://www.lboro.ac.uk/services/hr/athena-swan/

Informal Enquiries

Informal enquiries should be made to Martin Channell, Head of Programme Management Office by email at m.v.channell@lboro.ac.uk or by telephone on 01509 228071

Applications

The closing date for receipt of applications is **1st December 2026.** Interviews will be held on **11th December 2026**.

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