



BRADFIELD COLLEGE

JOB TITLE: Construction Project Manager/Building Surveyor

REPORTS TO: Capital Programme Manager

DEPARTMENT: Capital Projects

DATE: September 2019

This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Employees must be willing to undergo an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers. These checks are repeated each three years of your employment.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations, which are not stated, but require initiative and common sense to be applied.

JOB PURPOSE

The Construction Project Manager/Building Surveyor is responsible for assisting the Capital Programme Manager in delivering the construction capital projects across the College, coordinating the activities of a project to ensure cost, programme and quality standards are met.

Under the direction of the Capital Programme Manager, the Construction Project Manager/Building Surveyor is expected to help manage and coordinate projects from inception to completion, with responsibility for the day-to-day running on the projects.

The Construction Project Manager/Building Surveyor will also be responsible for producing drawings and specifications for simple projects and for keeping College drawing records up to date.



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PRINCIPAL ACCOUNTABILITIES:

Project Management

- Reviewing project designs in relation to the brief and College standards and provide feedback to external consultants
- Attending design team meetings as required
- Coordinating external consultant teams and preparing contracts, obtain quotes for specialist consultants and surveys for approval by the Capital Programme Manager
- Arranging pre-start meetings with contractors and co-ordinating site activities with on-going College operations
- Monitoring and reporting progress to the Capital Programme Manager throughout the duration of the project, including contractor progress on site
- Monitoring and managing project costs within limits delegated by the Capital Programme Manager
- Tracking and reporting project status updates to the Capital Programme Manager. Prepare project status updates for the Infrastructure Programme Board
- Act as the day-do-day point of contact with contractors and consultants, responding to any queries.
- Proactively identifying logistical challenges and impact on operations and effectively communicate with relevant stakeholders.
- Providing regular communication updates on progress to relevant stakeholders
- Contributing to problem solving issues and suggest ways to improve projects
- Organizing, filing, and maintaining all current project documents
- Arranging formal handover of projects to the Estates team on completion

Building Surveying/Technical

- Produce specifications for refurbishments projects
- Updating College records and drawings
- Providing indicative budget costs for smaller projects
- Entering information into the estates database
- Producing CAD drawings and specifications for initial briefs and/or smaller projects
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Department

- Inputting into the strategic development of the College estate.
- Inputting into and operating in accordance with College and department standards, policies and procedures.
- Assist the Capital Programme Manager in the preparation of papers for the Estates Committee and other College meetings as required.
- Other duties as directed by the Capital Programme Manager and commensurate with the role.



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QUALIFICATIONS

- Project Management qualification desirable or equivalent relevant experience.
- Building Surveying or other relevant RICS qualification highly desirable or equivalent relevant experience.

EXPERIENCE:

- The ideal candidate will have a minimum of 2 years post-qualification construction experience and project delivery from inception to post occupation, on time and on budget.
- Experience of managing contractors/sub-contractors.
- Experience of delivering projects in an operational environment with experience in an educational environment being an advantage.
- Experience of AutoCAD for producing and updating technical drawings would be an advantage

KNOWLEDGE

- Knowledge of building and construction legislation, building regulations, planning regulations.
- Knowledge of CDM regulations and health & safety, including risk assessments and method statements.
- Knowledge of Microsoft Office (word, excel, project, outlook, etc.)

PERSON SPECIFICATION:

The ideal candidate will proactively identify potential logistical challenges and implications of projects on College operations, identify practicable solutions and communicate these effectively with the College community, demonstrating strong communication skills and the ability to build positive collaborative relationships with internal stakeholders and external parties and contractors.

Ability to effectively organise time, balance workload and judge priorities.

Ability to use initiative and work independently.