JOB DESCRIPTION

Post: Project Manager

Responsible To: Group Head of Capital Projects

Summary of Post: Define the scope of a project, plan a budget and timeframe, procure necessary resources, and coordinate teams working on the project. You will be responsible for ensuring that a project stays on schedule and within budget and for anticipating and reacting to any potential changes, issues, or delays. You will act as the first point of contact for questions about a project and are responsible for external communication with clients and stakeholders. You will expected to produce progress reports on projects for internal and external stakeholders.

Specific Duties:

1. Act as the primary point of contact for assigned projects, effectively liaising with internal and external stakeholders, including regular visits to project sites, to ensure alignment, clear communication and timely resolution of issues.

2. Project manage the lifecycle (Initiate, Plan, Execute, Oversee and Close) of key strategic projects, ensuring delivery against agreed scope, quality, timescales and budget.

3. Build and maintain strong internal and external stakeholder relationships, responding promptly to queries and providing clear, structured and regular progress reports to the line manager, highlighting progress, risks, dependencies and emerging issues.

4. Maintain accurate, timely and auditable project documentation, ensuring all actions, decisions and milestones are recorded, internal communications are proactive, and CRM and project tracking systems are kept fully up to date.

5. Proactively identify and assess project risks and issues, implementing effective mitigation strategies and recommending contingency plans to minimise disruption and protect project outcomes.

6. Use project management tools and systems effectively to plan, track, monitor, report and present on project performance.

7. Ensure that all project deliverables meet agreed quality standards, organisational policies and project objectives through rigorous attention to detail and ongoing performance monitoring.

8. Design and implement effective project evaluation and review processes, working collaboratively with stakeholders to gather, analyse and share insights that inform reporting, learning and continuous improvement.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.

2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.

3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.

4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.

5. To undertake continuing professional development to support our culture of continuous improvement.

6. To partake in quality assurance systems.

7. To meet minimum relevant occupational standards.

8. To keep up to date with the skills required to fulfil the role.

9. To undertake any other duties commensurate with grade as may be reasonably requested.

10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:
This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.
It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills			
1. Ability to work independently and collaboratively, with strong communication and interpersonal skills.	✓	✓	6
2. Excellent organisational skills, with the ability to manage multiple priorities to tight deadlines and within budget in a fast-paced, changing environment.	✓	✓	6
3. Attention to detail with the ability to identify issues, opportunities or risks in documents, processes and procedures.	✓	✓	6
4. Customer focused attitude and approach, a people person who is able to forge strong productive partnerships with colleagues and external stakeholders.	✓	✓	4
5. Maintains high standards in presentation of self and quality of work.	✓	✓	4
6. Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
Experience			
1. Experience of project managing a variety of projects (including construction and capital programmes).	✓	✓	6
2. Experience of maintaining accurate data and record systems, supported by strong administrative skills.	✓	✓	4
3. Experience of working on projects from initiation to completion and building effective relationships with internal and external stakeholders.	✓	✓	6
4. Proven ability of IT skills and proficiency in project management tools to effectively track, monitor and produce high-quality project documentation and reporting	✓	✓	4
Education			
1. Maths Level 2 (e.g. equivalent to GCSE grade C or above).	✓		4

2.	English Level 2 (e.g. equivalent to GCSE grade C or above).	✓		4
3.	Qualified to degree (level 5 qualification or above).	✓		4
4.	A recognised project management qualification.	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.

4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.

2 Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.