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# University of Sunderland

## Role Profile

### Part 1

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Lifechanging



**University of  
Sunderland**

<b>Job Title:</b>	Maintenance Projects Manager
<b>Reference No:</b>	
<b>Reports to:</b>	Head of Estates & Facilities Business Development
<b>Grade:</b>	Grade E
<b>Working Hours:</b>	37 hours per week for nominal purposes, fixed term 12 months
<b>Faculty/Service:</b>	Estates and Facilities
<b>Location:</b>	City Campus, Sunderland
<b>Main Purpose of Role:</b>	Provide professional and technical support to senior management in the delivery of the Estate Strategy, campus development projects, major maintenance and minor works programmes.

<b>Key Responsibilities and Accountabilities:</b>	<ul style="list-style-type: none"><li>• To assist in the preparation of project briefs; procurement; project implementation; contract administration, technical and operational commissioning.</li><li>• Provide regular management reports on progress, cost, project issues, risk management, mitigation measures and resolution.</li><li>• Administer construction and other contracts and procure and manage external consultants and contractors assisting in the delivery of projects.</li><li>• To support and assist in the procurement of capital projects including new building projects and major refurbishment projects.</li><li>• Manage all contract documentation, project finances, expenditure and change control monitoring.</li><li>• To assist in the development of business cases, project appraisals and option appraisals for works and major refurbishments.</li><li>• Prepare construction programmes and risk management plans and review on a regular basis to ensure project delivery and compliance.</li><li>• Internal liaison with key stakeholders and service users involved with the projects including external agencies, Funders and Planning and Building Control Departments in the Local Authority.</li><li>• To ensure compliance with all relevant Health &amp; Safety Legislation and audit projects regularly.</li><li>• Assist in supporting University Carbon reduction targets.</li></ul>
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	<ul style="list-style-type: none"><li>• Implement current best practice associated with sustainable buildings.</li><li>• To maintain current knowledge of the law, Health &amp; Safety, and Construction industry regulations and good practice as it relates to the University and the duties of this post, and ensure all relevant written records are produced and maintained for the 'in house' or outside bodies inspection as necessary.</li><li>• To perform other duties as are commensurate with the level of post.</li></ul>
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<b>Special Circumstances:</b>	
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Part 2A: Essential and Desirable Criteria

**Essential**

**Qualifications and Professional Memberships:**

- Higher national qualification in a construction/development related discipline.
- A relevant degree in a construction, mechanical or electrical engineering, surveying, property management or development sector, or equivalent demonstrable experience.

**Knowledge and Experience:**

- Demonstrable experience of managing construction projects from inception to completion through the RIBA stages of work.
- Demonstrable experience of supervising consultants, contractors and suppliers.
- An in-depth technical knowledge and understanding of building construction.
- Excellent IT skills with recognised experience in the use of Microsoft products and industry related products.
- Open and flexible approach to delivery of services to a varied client base.
- Ability to prioritise work demands.
- Proven ability to work to and meet deadlines.

**Desirable**

**Qualifications and Professional Memberships:**

- RICS Membership in Project Management or Building Surveying.
- Working towards attainment of a professional qualification, e.g. RICS.
- Driving licence and access to a vehicle.

**Knowledge and Experience:**

- Experience in the management and use of Frameworks.
- Experience of working for a large complex organisation with a mixed

portfolio of property types.

## Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

### **COMMUNICATION**

The role holder is required to, understand and convey straightforward information in a clear and accurate manner and to understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others and occasionally is required to, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.

### **SERVICE DELIVERY**

The role holder is required to deal with internal or external contacts where the service is usually initiated by the role holder, working within the organisation's overall procedures or policies.

### **PLANNING AND ORGANISING RESOURCES**

The role holder is required to plan, prioritise and organise the work or resources of self and others within own area on a daily, weekly or monthly basis; plan and manage projects, ensuring the effective use of resources; receive information from and provide information to others to complete their planning; monitor progress against the plan and it is an important requirement to take responsibility for the operational planning and implementation of larger projects or an area of work. Co-ordinate a number of teams or projects on a monthly, quarterly or annual basis; set performance standards and establish monitoring procedures to keep track of progress across these different aspects of work; provide input to longer term planning.

### **WORK ENVIRONMENT**

The role holder is required to work in an environment which is relatively stable and has little impact on the role holder or the way in which work is completed. Be aware of health and safety procedures and reports concerns to others and it is an important requirement to understand how the work environment could impact on their own work or that of colleagues and act accordingly. Identify the level of risk and take any necessary local action within health and safety guidelines where applicable, to adapt the environment and it is an important requirement to understand variability in their working environment and its potential negative impact on the work process or health and safety of the individual or colleagues, and act accordingly. Manage the level of risk in a significant unit or for the whole organisation, and ensure an appropriate response.

### **TEAMWORK AND MOTIVATION**

The role holder is required to clarify the requirements and agree clear task objectives for team members; organise and delegate work fairly according to individual abilities; help the team focus their efforts on the task in hand and motivate individual team members.

	<p><b>LIAISON AND NETWORKING</b></p> <p>The role holder is required to carry out standard day-to-day liaison using existing procedures in order to ensure dissemination of information in the right format to the right people at the right time; build relationships and contacts to facilitate future exchange of information. The role holder is required to participate in networks within the organisation or externally in order to influence events or decisions; undertake active collaboration to pursue a shared interest.</p>
<p><b>Date Completed:</b></p>	<p>November 2022</p>