**Job Description**

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| **Job title:** | Deputy Director - Campus Infrastructure Major Projects |
| **Department/School:** | Campus Infrastructure  |
| **Grade:** | Grade 9/ Competitive  |
| **Location:** | University of Bath  |

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| **Job purpose** |
| Working in partnership with faculties and other stakeholders to implement the University’s aims and objectives, anticipate the needs of the University to meet its current and future challenges in respect of the built environment, leading the major capital projects. Developing and maintaining the technical aspects of the University of Bath’s Campus Infrastructure strategy safely, on budget and programme. |

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| **Source and nature of management provided**  |
| This role is responsible to the Director of Campus Infrastructure |

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| **Staff management responsibility** |
| All major project staff |

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| **Special conditions**  |
| * The role involves being a part of an on-call rota
* Deputising for the Director of Campus Infrastructure when required
* Occasional UK travel, with some overnight stays to attend conferences, networks and programmes outside Bath
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| **Main duties and responsibilities**  |
| 1 | Have strategic responsibility for the delivery of major capital projects. Provide leadership for the effective delivery of all capital projects, on time, on budget, to agreed quality specification and in line with University’s policies and procedures.  |
| 2 | Create and maintain internal and external customer relationships, manage feedback and satisfaction to ensure constant service improvement and embedding a customer service ethos in the project management team and their approach.  |
| 3 | Act as a champion of effective and efficient operation through performance management, partnership building, critical analytical thinking, risk management and time critical decision making. |
| 4 | Establish and maintain close working relationships and effective stakeholder management and engagement with external partners and Faculties and departments to ensure that projects and programmes are delivered in line with organisational and faculty plans and operational requirements. Contribute to department and University projects to develop new ways of achieving improvements in the academic and/ or service provision. |
| 5 | Represent the department and the University on internal and external bodies, committees and boards. Contribute to University plans and strategies including emergency response and disaster recovery. |
| 6 | Lead the development of project management policies and processes to ensure the successful delivery of projects in accordance with best practice, sustainability and customer needs.  |
| 7 | Lead on the development, implementation and monitoring of procurement strategies for the delivery of projects, including consultant and contractor procurement and forms of engagement working in collaboration with the Procurement team. |
| 8 | Accountable for ensuring that work is carried out in accordance with legislation, codes of practice, manufacturer’s recommendations, HSE recommendations and meets prescribed standards in the contract. |
| 9 | Strive for optimum quality and value for the University, looking to best practice in other HE organisations and outside the sector  |
| 10 | Responsible for setting a supportive culture within their team that values customer service and continuous improvement  |
| 11 | To formulate, develop and implement systems that will ensure the University of Bath is maintained and operated to its optimum efficiency |
| 12 | Leading on providing value for money, through active budget management |
| 13 | Represent the department and the University on internal and external bodies, committees and boards, including attendance at relevant activities. Contribute to University plans and strategies including emergency response and disaster recovery.  |
| 14 | Act as the senior adviser to the Director of Campus Infrastructure on relevant issues, ensuring that professional knowledge is kept up to date and benchmarked favourably against good practice within comparable organisations. Produce and present reports, presentations and other communications and promotional material to University boards and committees as required.  |
| From time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. To always act in the best interests of the University and to follow all University policies and procedures and take account of University guidance. |

**Person Specification**

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| **Qualifications and Training** | **Essential** | **Desirable** |
| Degree or equivalent qualification in construction, project management, facilities management or related discipline |  | X |
| Recognised H&S qualification e.g. NEBOSH |  | X |
| A relevant professional qualification such as APM, CEng, MRIBA, MRICS  |  | X |

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| **Knowledge and Experience** | **Essential** | **Desirable** |
| Strong evidence of successfully leading and delivering a variety of substantial and complex building and construction programmes | X |  |
| Substantial experience at senior manager level within an organisation of comparable scope, size and complexity | X |  |
| A substantial record of achievement in project management with a deep knowledge of, and credibility in, a large number of different and complex disciplines, for example construction, safety, electrical and mechanical engineering,, sus planning and financial management | X |  |
| Capability to establish a delivery strategy and inspire others to work together to deliver them | X |  |
| Able to show how they have created and supported a positive team culture that values customer service and continuous improvement | X |  |
| Able to demonstrate an understanding of the link between their decisions and the commercial operation of the University | X |  |
| Good understanding of the legal / health and safety requirements and context of estate and building management | X |  |
| Demonstrable understanding of the systems, cultures and challenges in a Higher Education environment |  | X |
| A proven track record in an equivalent senior HE role |  | X |

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| **Skills and Aptitudes** | **Essential** | **Desirable** |
| Demonstrable skills that deliver multiple and complex projects simultaneously on time, on budget and to agreed quality | X |  |
| Ability to work effectively with senior stakeholders and instil confidence  | X |  |
| Negotiation and influencing skills  | X |  |
| Ability to build rapport and trust and coach others | X |  |
| Tenacity balanced with political savvy | X |  |
| Excellent written and verbal communication skills that are appropriate for a professional knowledge-industry environment with a diverse population | X |  |
| Creative in developing solutions, identifying and deploying resources and melding them together to deliver | X |  |
| Proven ability to be self-motivated and autonomous but also to work as part of a team to deliver successful results | X |  |
| A focus on health and safety | X |  |