

## Summary

<b>Job title</b>	Capital Projects Development Manager
<b>Division</b>	University Administration and Services
<b>Department</b>	Estates Services, Facilities Management
<b>Location</b>	The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ
<b>Grade and salary</b>	Grade 10: £62,698 - £72,418 with a discretionary range to £78,976 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Capital Projects
<b>Vacancy reference</b>	175320

## The role

The post holder will be responsible to the Head of Capital Projects as the key Client orientated member of the Estates Services Capital Projects team with specific portfolio for the Medical Sciences Division (MSD) and support of University Administration and Services (UAS).

Supporting: the Head of Capital Projects; Medical Sciences Division Head of Strategic Planning & Projects and; University Registrar the principle responsibility will be to manage, lead, monitor and coordinate the capital project programme for the Medical Sciences Division and UAS including all related projects and work streams. The post holder also has specific responsibility for ensuring that the programme meets the business needs and requirements of the Division as well as all stakeholders and for leading and coordinating project and design teams in order to ensure the efficient, timely and correct delivery of projects. Additional responsibilities will include the delivery of Estates Services Capital Projects initiatives.

The portfolio is large with in excess of 30 projects with a value in excess of £150m presently on-going and the same level of work expected within the next five years. The projects can range from simple office refurbishment, to complex and technically advanced new research and collection facilities. Sites include central Oxford, the Science Area, the Radcliffe Observatory site, the Old Road Campus, and a number of overseas sites. In addition, the Division has complex occupancy and ownership across NHS Trust environments including the John Radcliffe Hospital, Nuffield Orthopaedic Centre, Warneford, and Churchill.

The post holder will work closely with others to manage the relationship and meet the needs of clients, stakeholders, neighbours, and users, employing efficient communication methods to inform as well as pro-actively manage, minimise and mitigate the impact of construction on MSD and UAS operations, users and neighbours. The post holder will be required to report substantially on the progress and status of the MSD and in part UAS capital projects programme via the preparation of papers for relevant committees and personnel within the Division, Estates Services and the University.



The project holder will be expected to work both independently and as part of a team and within the policies laid down in Estates Standing Orders and the University Financial Regulations.

The post holder will support and play a key role in the management of a Portfolio, Programme and Project Office management structure for capital projects which will ensure continual change in order to better achieve the strategic objectives of the University while ensuring consistent delivery of programmes and projects on behalf of the University.

### Key Working Relationships

The post holder will report directly to the Head of Capital Projects as part of the Capital Projects team and have responsibility to the Medical Sciences Division Head of Strategic Planning and Projects and University Registrar. The post-holder will be required to liaise with the divisional Senior Assistant Registrars, Divisional Manager Capital Projects and Estate, with senior members of the Divisions, Director of Capital Projects & Property Management, Director of Asset & Space Management, Director of Estates, Divisional Registrar and Divisional Financial Controller, Head of Division, and senior officers in the NHS Trusts.

The post holder will also be required to work closely, at all levels, with other University Departments and with other University stakeholders including, amongst others, the Finance Division, Planning and Council Secretariat, Legal Services, Press Office, Security Services, Safety Office, as well as external consultants, contractors and other professionals. There will also be liaison with public bodies such as the City and County Councils and members of the public.

### Responsibilities

#### Capital Projects Development Management Office

The post holder will support and play a key role in the Development Management function of the Portfolio, Programme and Project Office management structure for capital projects in order to better achieve the strategic objectives of the University while ensuring consistent delivery of programmes and projects on behalf of the University. In fulfilling this role, the post holder will, amongst other duties, undertake to:

#### Portfolio Management

The post holder will support the Head of Capital Projects with Development Management of the capital project portfolio including the definition of processes, decisions and actions that will facilitate organisational changes that contribute to the University's strategic objectives and improved project delivery. The post holder will assist in the delivery of translational changes to transactional business functions as well as other organisational changes, which may include University governance, while ensuring that the business of the programme and project offices are maintained. In fulfilling this role the post holder will, amongst other duties, undertake to:

- Contribute towards the definition of the strategic objectives of Portfolio management, basing their proposals on their understanding of cost, risk, impact on transactional business, the strategic outcomes and benefits to be realised, resource capability and capacity, and the current operational environment
- Ensure that an appropriate balance between transformational activities and transactional activities is maintained at all times
- Keep under frequent review the changes including monitoring progress, cost, risk, priority, benefits and alignment with University and Estate Strategies
- Provide assurance by informing senior management on matters of strategy, programme, prioritisation, risk management, quality management, benefit monitoring and resource deployment

#### Development Management

The post holder will support Estates Services in the management of the MSD and in part UAS capital project portfolios providing management direction, coordinating elements of the programmes, directing and implementing a portfolio of projects to support the strategic objectives of the University. Specifically, the post holder will monitor MSD and UAS capital projects overseeing the management of project and design teams with specific project or building responsibility to ensure delivery of high-quality end products which meet the internal client business needs

and are delivered to programme and within budget and in accordance with relative legislation and University governance. The post holder will maintain excellent working relationships with internal and external stakeholders. In fulfilling this role, the post holder will, amongst other duties, undertake to:

- Define, prioritise and document the MSD and in part the UAS capital projects programme
- Oversee the MSD and in part the UAS Capital Projects project portfolio ensuring that adequate governance and reporting mechanisms are in place to manage progress together with any risks, issues or interdependencies
- Proactively monitor programme progress, resolve conflicts and issues within the programme including from a priority and resource perspective and escalate or initiate corrective action as appropriate
- Manage both the dependencies and the interfaces between projects
- Assist in the coordination of projects within the MSD and in part the UAS capital project portfolios ensuring interdependencies are effectively managed and efficiencies created where possible
- Initiate extra activities and other management interventions wherever gaps in the programme are identified or issues arise.
- Ensure a consistent approach to the delivery of projects within the programme
- Manage Project Managers, other team members and consultants, pro-actively reviewing the team performance and acting positively support project management and design teams.
- Assist in the preparation of individual project briefs and business cases to secure sponsorship, liaising as required with stakeholders and end users.
- Provide advice and guidance to decision makers including sponsors and stakeholders making recommendations related to delivery of the programme
- Take the lead responsibility on identifying and engaging sponsors and key internal stakeholders required for establishing an effective programme, obtain support and approvals and manage these relationships through the life of the programme
- Take the lead on managing the relationship with and needs of external stakeholders and funders
- Interpret and implement the programme's governance arrangements, in accordance with Estates Services and the University existing governance and reporting arrangements
- Monitor the programme's budget and monitor the expenditure and costs, as the programme progresses
- Manage the communications with all programme stakeholders with the assistance of the Capital Projects Communications Officer and through the development of a stakeholder management plan
- Manage risks to ensure the programme's successful outcome
- Support the development of University wide initiatives in close consultation with other departments within Estates Services and the University
- Support estate-related interactions with the local NHS Trusts in relation to a wide variety of matters from strategic planning to operational managerial issues
- Provide programme assurance by informing senior management on matters of programme, prioritisation, risk management, quality management, benefit monitoring and resource deployment
- Coordinate the post holder's programme of capital projects with that of other Development Managers within the Capital Projects office, supporting the other Development Managers and substituting for them as and when required

## Project Management

The post holder may be asked to assume the project manager role for one or more elements of the MSD and part of the UAS capital projects portfolio, specifically those pertaining to brief definition and project early incubation stages, or post completion during closure stages especially should issues need addressing. In fulfilling this role, the post holder will, amongst other duties, undertake to:

- Support the preparation of the project business case including costs estimation, programming and feasibility
- Ensure the project obtains the required University and external authority approvals, licenses and consents for procurement, appointments and planning as required

- Assume responsibility for the management of the project as required but including design development, procurement, programme, construction, gateway approval, risk and financial status.
- Ensure project compliance with Estates Services agreed project process, as well as University and other statutory governance procedures
- Monitor the project, and report to meetings as required, including meetings within Estates Services, and meetings of the Project Board and University committees
- Liaise with relevant stakeholders, including those within the University and external to the University ensuring their requirements are considered at all stages of the project
- Manage the efficient delivery of the project for the University consistent with Estates Services standard procedures
- Work with the University Safety Office to ensure compliance with all relevant Health & Safety legislation, undertaking project audits on a regular basis ensuring policies and procedures relating to Health & Safety in the workplace are adhered to at all times
- Ensure project compliance with all continuous improvement initiatives including, but not limited to, Soft Landings, Benchmarking, Key Performance Indicator evaluation and the Estates Services Project Quality Review Process

## Capital Project Team Management

The post holder will also assist the Head of Capital Projects and the Deputy Head of Capital Projects in the representation of the Estates Services Capital Projects team attending development sites, meeting with Clients and maintaining excellent working relationships with internal and external stakeholders. In fulfilling this role the post holder will, amongst other duties, undertake to:

- Carry out initial project assessment, undertake Client discussions, and give Client advice regarding project proposal, process, procurement of the project team and deliverables
- Provide support for, and ensure integration with, the options appraisal process informing the Capital Masterplan, including processes which underpin the collection of data such as space utilization studies
- Provide project management advice on behalf of Estates Services maintaining an up to date knowledge of legislative change and good practice within the industry
- Sit as the Estates Services Representative on Project Boards
- Monitor compliance of projects with University due process and governance requirements ensuring full and pro-active compliance
- Undertake project reviews and updates with Project Managers as required providing a regular summary and update to the Head of Capital Projects

## Project Governance

The post holder will actively support the Head of Capital Projects and the Deputy Head of Capital Projects in the development and delivery of a number of initiatives which are intended to enable continuous improvement in the delivery of capital projects, improving efficiency, value for money, project performance, client and end user satisfaction. In fulfilling this role, the post holder will, amongst other duties undertake to:

- Assist in embedding correct culture within programme and project management, champion best practice and, where required, change
- Participate in the Project Quality Review Process, aimed at enabling continuous learning, improvement and capture of valuable feedback
- Assist in the continued design, review, documentation and delivery of the Soft Landings initiative, an initiative aimed at improving the delivery and handover of buildings and improve operational performance
- Assist in the continued design, review, documentation and delivery of the Benchmarking initiative
- Participate in the Key Performance Indicator (KPI) evaluation process including monitoring KPI returns and evaluating the 360-degree feedback model monitoring of team performance

## Further Duties

- The post holder will be a key member of a team with objectives to improve project delivery and client satisfaction. To this end the post holder will:
- Be willing to commit to ongoing personal development to ensure that knowledge and expertise are kept up to date
- Undertake any additional duties as reasonably required by the Head of Capital Projects

## Selection criteria

### Essential selection criteria

- Education to degree level or equivalent
- A professional qualification related to the construction industry or business management, or demonstrable equivalent experience
- Membership of a relevant professional body
- Demonstrable relevant experience within a role coordinating a complex capital project portfolio
- A broad experience in the delivery of a range of projects from relatively simple projects to complex refurbishment and new build projects
- Excellent interpersonal and communication skills with the ability to deal with a wide range of people including highly influential external and internal contacts
- Ability to act as a team participant and to work pro-actively and independently with demonstrable problem-solving capability with ability to maintain a flexible and collaborative approach, to be self-motivated and resilient
- Excellent written skills and experience of preparation of committee papers, reports and guidance documents
- Ability to prioritise competing demands and demonstrate strong organisational skills and an ability to manage a wide remit of tasks and meet deadlines

### Desirable selection criteria

- Evidence of formal training in project management
- Experience of working in a Higher Education, NHS Trust, and/or a Higher Education Estates environment
- Proven line management supervisory experience with team leadership skills
- Willingness to undertake PRINCE 2, MSP and MoR training and qualification

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across

the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Medical Sciences Division

The Medical Sciences Division (MSD) is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 11 clinical departments and 5 preclinical science departments. World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

All of the Division's departments are in receipt of Athena SWAN awards that recognise advancement of gender equality: representation, progression and success for all.

## Estates Services

Estates Services is responsible for the management and strategic development of the University's functional and commercial estate, comprising 440 buildings, and associated infrastructure. The University's functional buildings include specialist research buildings, teaching laboratories and lecture halls, sports facilities, libraries and museums, administrative and ceremonial buildings. Commercial properties include graduate accommodation, office space, warehouses and agricultural land and property.

The day-to-day responsibilities of Estates Services include managing the capital building programme, aimed at delivering world class new buildings; repairs and maintenance, including upkeep of some of the finest buildings in the city; facilities management for a number of University buildings; the provision of central services such as mail room services; maintaining a safe and secure physical environment; the allocation of space for departmental use; property acquisitions, disposals and leases; accommodation for graduate students at eight sites, as well as housing for key staff; conserving Wytham Woods and University Parks, and managing gardens and landscapes across the estate; carbon reduction strategies across the University and helping staff and students to make sustainable workplace and travel choices.

For more information please visit: <http://www.admin.ox.ac.uk/estates>

## University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

Support the University's core academic purposes of teaching, learning and research;

Ensure the University can meet the requirements of government, funding bodies and other external agencies; and

Facilitate the attainment of the objectives set out in the University's Strategic Plan.

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly [uashr@admin.ox.ac.uk](mailto:uashr@admin.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

### Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

### University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

### Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

### Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

### Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>