



**Job Title:** Construction Project Manager  
**Department:** Estates and Facilities Directorate  
Projects & Infrastructure Team  
**Grade:** Grade 7  
**Salary:** Up to £42,155  
**Working arrangements:** Permanent  
Full-time (Nominal 35 hours per week)  
Hybrid working (minimum 2 days in Durham)

## The University

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting – Durham is a university like no other. We believe that inspiring our people to do outstanding things at Durham enables Durham people to do outstanding things professionally and personally.

Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally. We would be thrilled if you would consider joining our thriving University.

Further information about the University can be found [here](#).

## The Role and Department

The Projects & Infrastructure team is responsible for the construction project delivery across all campuses forming the Durham University estate. The team manage a large capital programme from inception to completion, delivering projects on budget, on programme and to a high standard of quality. The improvement in facilities supports academic research and enhances the student experience.

The Construction Project Manager is responsible for the successful implementation of a range of projects/programmes at the University. Projects will include new construction, refurbishment and maintenance projects. The post holder will act as the DU client and deliver first class projects, forming the necessary links between all involved parties. The post holder will ensure effective and efficient project management from inception to completion, meeting or exceeding briefs, budget control and delivery of quality products.

The Estates and Facilities Directorate provides a number of essential services to Durham University and is responsible for managing, maintaining and developing the infrastructure and building fabric of the various campuses. More information on the services provided by the Estates and Facilities Directorate can be found on the [website](#).

Further information about the role and the responsibilities is at the bottom of this job description.

## Working at Durham

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University, you will also receive access to the following fantastic benefits:

- 30 days annual leave per year in addition to 8 public holidays and 4 customary days per year – a total of 42 days per year.
- The University closes between Christmas and New Year.
- We offer a generous pension scheme, as a new member of staff you will be automatically enrolled into the University Superannuation Scheme (USS).
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- There is a genuine commitment to developing our colleagues professionally and personally. There is a comprehensive range of development courses, apprenticeships and access to qualifications and routes to develop your career in the University. All staff have dedicated annual time to concentrate on their personal development opportunities.
- Lots of support for health and wellbeing including discounted membership for our state-of-the-art sport and gym facilities and access to a 24-7 Employee Assistance Programme.
- On site nursery is available and children's clubs in the summer holidays.
- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).
- The opportunity to take part in staff volunteering activities to make a difference in the local community.
- Discounts are available via our benefits portal including money off at supermarkets, high street retailers, IT products such as Apple, the cinema and days out at various attractions.
- A salary sacrifice scheme is also available to help you take advantage of tax savings on benefits.
- If you are moving to Durham, we can help with removal costs and we have a dedicated team who can help you with the practicalities such as house hunting and schools. If you need a visa, we cover most visa costs and offer an interest free loan scheme to pay for dependant visas.

### **Durham University is committed to equality diversity, inclusion and values**

Our collective aim is to create an open and inclusive environment where everyone can reach their full potential and we believe our staff should reflect the diversity of the global community in which we work.

As a University equality, diversity, and inclusion (EDI) are a key part of the University's Strategy and a central part of everything we do. We also live by our [values](#) and our [Staff Code of Conduct](#). At Durham we actively work towards providing an environment where our staff and students can study, work and live in a community which is supportive and inclusive. It's important to us that all of our colleagues are aligned to both our values and commitment to EDI.

We welcome and encourage applications from members of groups who are under-represented in our work force including people with disabilities, women and black, Asian and minority ethnic communities. If you have taken time out of your career, and you feel it relevant, let us know about it in your application. If you are a candidate with a disability, we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to support the interview process wherever it is reasonable to do so and, where successful, reasonable adjustments will be made to support people within their role.

## **What you need to demonstrate when you apply/Person Specification**

When you apply it is important that you let us know what skills/experience you have from a similar role and/or what skills/experience you have which would make you right for this role. Further information about the role and responsibilities is at the end of this job description.

Your application should cover the following criteria:

### **Essential Criteria**

1. Excellent digital competence with demonstrable skills in using core digital tools including internet, email, digital communication tools, Microsoft 365 applications, digital booking system, project planning, financial systems.
2. Educated to degree level or equivalent relevant experience in property, construction, engineering or project management.
3. Experience of providing specialist advice and guidance to a range of customers and colleagues, including more senior colleagues.
4. Experience of implementing policy and procedures and involvement with future changes for a service area.
5. Demonstrable experience and reasonable knowledge of construction technology, design, project management, contract administration and building contracts including:
  - Reasonable knowledge of CDM Regulations and other relevant health and safety legislation.
  - Reasonable knowledge & experience of construction technology & specifications.
  - Reasonable knowledge & experience of tender documentation & construction procurement.
  - Reasonable knowledge & experience of consultant appointment documentation.
  - Reasonable knowledge & experience of planning & Building Regulations legislation.
6. Professionally and financially numerate with the ability to comprehend corporate/project finances and business issues sufficiently to take responsibility for the effective management of cost, resources and time.
7. Able to work individually and/or as part of a team, be able to prioritise and work under pressure.
8. Experience of developing and administering standard forms of construction, primarily NEC & JCT.
9. Successful track record at a Project Manager level of leading, directing and managing a building project or programme.

### **Desirable Criteria**

1. Relevant industry and professional recognition and certification of achievement of skills and knowledge.
2. Continuing professional development required to maintain professional recognition.

### **How to Apply**

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. It will be at the discretion of the recruiting panel as to whether they will also consider any desirable criteria, but we would urge candidates to provide evidence for all criteria.

While some criteria will be considered at the shortlisting stage, other criteria may be considered later in the assessment process, such as questions at interview.

## Submitting your application

We prefer to receive applications online. We will update you about your application at various points throughout the selection process, via automated emails from our e-recruitment system. Please check your spam/junk folder periodically to make sure you have not missed any of our updates.

## What you need to submit

- A CV
- A supporting statement or covering letter which outlines how you meet all of the criteria within the Person Specification.

## **Contact details**

If you would like to have a chat or ask any questions about the role, Mike Charlston, [mike.charlston@durham.ac.uk](mailto:mike.charlston@durham.ac.uk) would be happy to speak to you.

## **Further information about the role**

### **Typical Role Requirements**

#### **Service Delivery**

- Formulate procurement strategies and tender documentation and procure project delivery teams and contractors, as required in accordance with the University financial regulations and procurement procedures.
- Plan and deliver all aspects of capital projects, including variations from inception to completion of the 12-month defect period, utilising internal and external resources (as required).
- To deliver projects to the highest quality and standards, overseeing the project delivery process from inception through to occupancy.
- To provide support to other Project Managers and Senior Project Managers as required.
- To oversee construction and engineering operations on site to ensure compliance with designs and specifications.
- A commitment to equality, diversity and inclusion and the University's values.
- To provide timely and accurate reporting on progress, quality and budget/cash flow, providing monthly summary reports, together with the development and ongoing management of project risk registers.
- To prepare and present papers for meetings and project governance gateway approvals.
- To carry out post project evaluations ensuring future procurement processes are informed by shared past contract experiences.
- To understand, and stay abreast of design, construction and project management methodologies and the North East construction market.

#### **Planning and Organising**

- Contribute to and lead project meetings, working groups and sub-committees at departmental and operational service levels.
- Responsible for managing budgets for capital projects, including total development costs, life-cycle costs, pre-tender estimates and forecast outturns during the entire project delivery cycle, keeping records and processing invoices.
- Plan and organise own workload with or without involvement with project work streams.
- Assist colleagues to achieve operational service requirements, planning, carrying out and documenting evaluations and tests to ensure stakeholder requirements are met.

- Formulate project briefs ensuring projects are properly appraised.
- To obtain / ensure the necessary statutory and University approvals and consents are in place.

### **Teamwork//Networking/Stakeholders**

- Promote and foster positive and highly collaborative approaches to problem solving and project implementation, helping to motivate, mentor and coach project team members.
- Act as more knowledgeable team member without specific responsibility for team members.
- Collaborate with team members to implement service alterations.
- Respond to stakeholder needs to deliver and shape an excellent stakeholder experience.
- Contribute to collaborative decision making within the team with service provision to deliver an excellent stakeholder experience in accordance with policy and procedures.
- Work collaboratively across the organisation and/or externally with colleagues and stakeholders to deliver a service.
- Support the capture of business requirements from users and work with colleagues to translate these into recommendations for future service provision.
- Liaise with:
  - other sections within Estates and Facilities and elsewhere in the University in order to ensure seamless, first-class customer service.
  - contacts and participate in networks and communities internally and possibly externally, contributing to effective collaborative working.
  - outside agencies, local authorities, suppliers and visitors to ensure the safe and secure delivery of services.
- To oversee Health and Safety issues to ensure compliance with statutory requirements, Estates & Facilities processes and best practice, working closely with the EFD Health and Safety Business Partners.

### **Knowledge and Experience**

- Maintain an awareness of current policy for University business goals such as widening participation and access, and provision of advice using specialist knowledge.
- Apply theory and practice, from academic and professional development and previous knowledge.
- Provide guidance and advice to resolve problems and queries for a broad range of service users.
- Provide demonstrations and instruction to others outside the team.
- Any other reasonable duties.
- May include, evenings and weekend work, as business demands.
- Attend all training, CPD and development, as required

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Durham

University. This may be on a temporary or indefinite basis and may involve a change in line management and/or regularly working at more than one site.

Please note that in submitting your application Durham University will be processing your data. We would ask you to consider the relevant [University Privacy Statement](#), which provides information on the collation, storing and use of data.