

Appointment of Estates Project Manager (2557)

Ballymena Guide for Applicants



Foreword

Dear Candidate,

Thank you for your interest in working with Northern Regional College.

This is an unprecedented time of development and change in the history of the College, presenting exceptional opportunities to contribute to its future success. We recognise that our employees are crucial to our success as the College is committed to improving the quality of our curriculum, learning environment, and business processes.

This Guide for Applicants contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the Post, and the College policies and protocols relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: www.nrc.ac.uk

Yours sincerely,

Signature

A handwritten signature in black ink, appearing to read 'Terri Scott', written in a cursive style.

Terri Scott
Principal and Chief Executive

1. Northern Regional College Profile

Northern Regional College was established in 2007 following the merger of the Causeway, East Antrim and North East Institutes of Further and Higher Education. We are the main provider of Further Education across four of new council areas, serving 25% of Northern Ireland's population. The College employs over 800 staff and had more than 20,000 enrolments during 2017-18 in over 1800 further education and higher education programmes and training contracts. The full-time provision is delivered at our main campuses in Ballymena, Ballymoney, Coleraine, Magherafelt and Newtownabbey with part-time and community based provision offered at more than 30 other locations.

Further information on the College may be found at: www.nrc.ac.uk

2. Vision, Mission, and Values

Our agreed Vision, Mission and Values are set out below:

Vision

“NRC will be an outstanding provider of training and further and higher education, focused on the needs of the modern economy.”

Mission

“NRC will provide learners with a life-changing, supportive and innovative experience, which will equip them with the skills to compete successfully in the global employment market and meet the needs of local industry and employers.”

Values

Student Focused	Putting the student first in all we do.
Innovation	Challenging ourselves to be innovative and drive continuous improvement.
Collaboration	Engaging proactively with internal and external partners to achieve joint goals.
Inclusiveness	Promoting equality, diversity, transparency and opportunity.
Sustainability	Focusing on the long-term future of our College.
Development	Committing to ongoing development of our staff.

3. Job Description

Job Title: Estates Project Manager

Responsible to: Chief Operating Officer (via Estates Projects Director)

JOB PURPOSE

The post-holder will be responsible for supporting the Estates Projects Director and the Chief Operating Officer in the strategic planning, design, management, development and delivery of the Northern Regional College accommodation project for its Ballymena and Coleraine campus areas.

KEY RESPONSIBILITIES

The successful candidate will be responsible for any or all of the following duties:

- Assist in defining and developing the implementation project plans, consistent with the College and Departmental strategies.
- Delivering College new build projects and managing associated temporary decant arrangements within agreed time and budget approvals.
- Management and control of all project governance arrangements and documentation for the successful delivery of the College projects within the agreed time, cost and quality constraints.
- Assist in defining and developing planning systems consistent with NRC and DFE strategy for the new campuses, monitor progress to establish effectiveness in order to ensure that plans are delivered to specification in accordance with operational and strategic objectives.
- To assist in consulting with and negotiate with the College's internal departments and other external stakeholders to provide appropriate accommodation within the new buildings.
- Assist in directing the activities of both internal project staff and external consultants to ensure a common direction is maintained and directly monitor and control these activities.
- Assist the Estates Project Director in managing key interfaces with the College (SRO & Project Sponsor), Department for Economy, Project Stakeholders, Contractors and other relevant third parties.
- To assist in developing and implementing efficient and effective project management arrangements including monitor and provide detailed monthly performance reports, management of risk throughout the project and manage the

project to ensure compliance with the College's and funders' key milestones & requirements.

- Assist in the periodic review and developing the space and accommodation schedule for the project throughout the design stages to deliver the new buildings within the agreed parameter's and to achieve optimum utilisation rates through adoption of effective space efficiency measures;
- To assist in the preparation of Employers requirements and specifications including exemplar floor plans for complementary curriculum areas and support services.
- To assist the Estates Projects Director in the development and implementation of the overall procurement strategies including the management, evaluation and reporting on public procurement exercises in accordance with Northern Ireland Public Procurement policy and current CPD guidance.
- To assist in managing the Integrated Consultancy Team (ICT) and all aspects of the NEC Professional Service Contracts on behalf of NRC and to assist in managing the performance of the Integrated Consultancy Team to agreed Key Performance Indicators (KPI's)
- To assist in representing the College in the administration of the Integrated Supply Team contracts including Change Control and Risk Management.
- To assist in communicating and working with statutory authorities, key consulters etc. to ensure all Employers responsibilities with regards to the statutory & regulatory approvals are obtained.
- To assist in developing and maintenance of project risk registers; risk implementation plans; project execution plans; issues logs; programmes, change control registers and other related project management documentation and to manage project risks in accordance with the 'Achieving Excellence in Construction' initiative.
- To assist in developing strategies for the sustainable development of the project to achieve BREEAM (Building Research Establishment Environmental Assessment Method) Excellence standards and to ensure consistency with this and all other aspects of the College and Departmental Sustainable Development Policies.
- To assist in developing strategies and implementation plans to fully support the use of Building Information Modelling Level 2 on the project.
- To assist in developing commissioning, training and handover strategies for the new buildings and monitor building performance against design and BREEAM requirements.
- To assist in developing demolition, site clearance and de-commissioning strategies for redundant campus facilities, where needed.

- To assist in developing occupation plans for new buildings and transition plans including decant for facilities which require relocation.
- Assist with the strategy to commission new building and monitor building performance against design, develop a de-commissioning strategy for redundant or surplus campus facilities and; develop an occupation plan for new buildings and relocation plans for facilities relocating from existing campuses.
- To liaise with the College to set and define standards where appropriate and ensure that safe and compliant working practices are maintained and that there is full regulatory compliance.

Financial Management

- Assist the Estates Projects Director to develop, manage and oversee project budget, controlling costs, monitoring current and future expenditure against budget, and ensuring any deviations are promptly evaluated and formally approved; and
- Assist the Estates Projects Director to prepare monthly financial and projected expenditure reports ensuring the project is delivered within budget and in a timely manner as required.
- To assist in developing and implementing robust and effective project change controls to ensure that risk to the College is managed appropriately throughout the life of the project.

General

- Be required to undertake work outside normal working hours on occasions.
- Provide timely reports, written and oral, as required to Project Director and Project Sponsor.
- Ensure that all documentation and College authorisation procedures are adhered to provide input into the regular project financial and governance audits.

Conditions

- Promote the College positively at all times;
- Abide by all College procedures and ensure these are implemented in area of responsibility.
- Within the context of the post, ensure full compliance with College health and safety requirements.
- Within the context of the post, ensure full compliance with College equality requirements;

The above list of key responsibilities is not a definitive list and other appropriate duties will be assigned of the candidate consistent with the level of the post.

The location of the post will reflect the needs of the College and may be changed subject to the requirements of the College however, the Project Office (Campus 21) is at Farm Lodge Campus, Ballymena. Duties may change as the College develops, therefore the person appointed will be expected to be flexible in relation to duties performed as required.

It is anticipated that the post-holder will be required to adopt a flexible approach to the duties and responsibilities as outlined in this Job Description.

All staff have an obligation to comply with the statutory duties relating to Section 75 of the Northern Ireland Act 1998 and will be required to contribute to the implementation of the College's Equality Scheme drawn up in accordance with this legislation.

4. Person Specification

Applicants must meet the following eligibility criteria and desirable criteria by the closing date for applications but are only required to demonstrate how they meet the eligibility criteria on the application form.

Eligibility Criteria

- Applicants must have a Degree in property/construction/engineering/estate management or related discipline.
- Proven appropriate training and/or qualification in project management relevant to delivery of estates/construction projects.
- Minimum of 5 years Project management experience of successfully delivering a significant construction project* from inception to completion with particular experience in the following aspects:
 - Proven track record of effectively developing and managing multiple internal stakeholder work streams and the management of external stakeholders (including public and private groups) to achieve successful project outcomes.
 - Proven record of developing of project briefs and preparation of procurement documentation including project specifications, including experience of both >OJEU

and < OJEU financial threshold public sector procurements in accordance with NIPP & CPD guidance to successful outcomes.

- Proven ability to successful organisation, management and maintain effective working relationships with Multidisciplinary Consultant Teams and Integrated Supply Teams (Contractors and suppliers) in terms required parameters of time, cost, quality & health & safety.
- Proven experience of developing, managing and monitoring project budgets and cost plans, controlling costs, monitoring expenditure against budget, and ensuring any deviations are promptly evaluated and formally approved through agreed change control processes.
- Proven experience of establishing and managing project governance structures and risk management systems to ensure successful delivery.
- Proven experience of management of construction phase to close out, including building operational commissioning management (non- building services related commissioning).

Note: *A significant construction project for the purpose of this post is one with a cost in excess of £5.0 million.

- Proven ability to communicate clearly, credibly and effectively, both verbally and in writing across a wide range of project stakeholders meetings/ events.
- Proven experience and proficiency in the use of Microsoft Office- MS Project (or equivalent planning tool) Word & Excel.
- Access to a form of transport that will satisfy the travel requirements of this post.

In accordance with the College selection procedures, the following eligibility criteria may be used should this vacancy attract a large number of applicants:

Desirable Criteria

- Full membership at corporate/associate level or higher of an appropriate property/construction or estate management Professional Body.
- Proven experience of successfully managing estates/construction projects in a Further / Higher Education/Public Sector environment.

Essential Criteria

- Proven knowledge needed to perform the role and a positive approach to developing own knowledge base.
- Proven ability to work under pressure, prioritising a complex and varied workload to ensure jobs are completed to the required standard within changing deadlines and demands.

- Proven organisational and project management skills with the ability to analyse problems, assess solutions, gather, process and analyse information with attention to detail and accuracy.
- Proven ability to communicate effectively, with the ability to build and maintain effective relationships and negotiate successfully with a range of internal and external stakeholders.
- Proven ability to be a flexible and positive team leader with a clear and logical approach to work with the ability to lead and motivate a team in order to maximise performance and achieve business objectives.
- Proven ability to interpret and apply understanding of relevant legislation and government policies and to communicate relevant information in a clear and precise manner.

5. Terms of Appointment

- This is a 4 year fixed term post with the possibility of extension.
- The salary scale for this post is £41,025 - £43,821.
- The successful applicant will normally be placed at the bottom point of the salary scale on appointment.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

6. Recruitment and Selection Process

How to apply

To apply, please email completed application forms to jobs@nrc.ac.uk

The closing date for applications is **24 April 2018** at 1.00pm. Please note the onus is on the applicant to ensure applications are received by HR by the specified date and time.

Application is by completion of application form - **CVs will not be accepted.**

Applicants with a disability who require assistance will be facilitated upon request. Applicants who wish to receive an information pack in accessible formats are requested to advise Human Resources of their requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

Equal Opportunities Monitoring

The Northern Regional College monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status.

You should note that this information is regarded as part of your application and failure to complete fully and return this part of your application may result in disqualification. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

Application Form

Applicants must clearly and fully demonstrate on their application form how they meet the essential and desirable criteria. The Northern Regional College may decide to interview only those applicants who appear, from the information they have provided on their application form, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on the application form how they meet each of the criteria for the role.

In the event of an excessive number of applicants the College reserves the right to move to desirable criteria.

Shortlist

After the closing date, the first stage in the selection process will be to conduct a shortlisting exercise. Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

The Northern Regional College will shortlist solely on the information provided by the applicant on the application form. Members of the shortlisting panel will not make assumptions or take into consideration information known to them personally about any applicant.

Selection and Interview

Following the shortlisting exercise, a selection panel will form the next stage of the selection process. This will consist of a competency based against the essential criteria for the role. It is intended that the interviews will take place during May 2018.

Interviews will not be rescheduled to accommodate applicants who are unable to attend on the agreed date due to reasons such as holidays, as selection processes are normally completed on the day of interview.

If an applicant fails to present himself or herself for interview, it will be deemed that they have withdrawn from the selection process.

Applicants will be asked at interview to sign application forms which have been submitted via email.

Applicants attending interview are required to bring with them photographic identification. After the selection process, this documentation will only be retained for the successful applicant.

Notification of Successful Applicants

Selection panels **recommend** applicants for appointment. Applicants are advised that a **recommendation for appointment** is not an offer of employment and it must not be treated as such.

Offer of Employment: Appointment Verification

An applicant is deemed to have been offered the post only upon receipt of a formal written offer of employment from Human Resources Department, Northern Regional College.

A **formal written offer of employment** from the College, confirming a start date, will only be issued once the following have been received:

- The successful applicant's formal acceptance of the selection panel recommendation for appointment
- A satisfactory outcome to all elements of the College's vetting process, including Access NI Enhanced Disclosure Certificate.

Please note that successful candidates are required to pay the administration fee for the completion of the Access NI Enhanced Disclosure Certificate (which is currently £33).

The College vetting policy may be found on our website at www.nrc.ac.uk

Further information on Enhanced Disclosure Certificates may be found at: <http://www.nidirect.gov.uk>

Keeping of Records

All applicant records are kept in accordance with the Data Protection Act. Records are kept to fulfil our statutory obligation to submit an annual monitoring review under fair employment legislation.

Equality monitoring forms are separated from the application form, and retained on file for one year. The equality monitoring form does not hold information that could reveal identity. All other documents relating to applicants who were not appointed are destroyed securely.

Should you be appointed to this post, your applicant records (with the exception of the equality monitoring form) will be transferred to your Employee Personnel file.

Equality and Diversity

The College is designated as a public authority for the purposes of the Northern Ireland Act. This Act makes it incumbent upon us as an organisation to comply with the Act and in particular with section 75 of the Act.

Section 75(1) of the Northern Ireland Act (1998) states that it is now the statutory duty of public authorities to have:

'due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, and between persons with dependants and persons without.'

As part of our commitment to section 75 the Northern Regional College promotes equality of opportunity in all of its activities. All staff are required to comply with the principles of the Equality Scheme and provide a supportive, fair, inclusive and welcoming environment free from any form of discrimination or harassment.

As part of our duty under section 75, all staff will receive awareness training on section 75 and follow-up training. As part of its implementation of this statutory duty, the College deems it mandatory for all College staff to participate in the awareness training and in subsequent training sessions.

Further Information

Should you have any further queries about this selection process, please contact HR Office on 02825 664257.