

Job Title:	Capital Projects Manager – Fixed term to 31 st August 2027 initially.
Job Grade:	Band 11 £42,839 to £46,142 depending on experience.
Reports To:	Head of Estates and Facilities
Direct Reports:	N/A
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of leadership and management, employees, governors, trustees, external agencies and partners

Job Purpose

The post holder is responsible for leading on the planning and delivery of capital projects across the Trust, ensuring alignment with the estate's strategy. They will take responsibility for end-to-end project management including business cases, budget control, risk management, compliance, and hand over. They will manage external consultants and contractors and provide professional estates advice to stakeholders as well as contributing to the trust wide capital investment strategy.

Key Responsibilities and Accountabilities

1.	Lead in reviewing project designs/specifications and collating feedback from relevant stakeholders
2.	Manage the coordination of external consultants and contractors ensuring appropriate documentation is prepared and maintained.
3.	Commission and oversee surveys required for design and construction works in line with Trust policies.
4.	Participate in internal working groups/teams to support project delivery and gather design input and resources when appropriate.
5.	Lead all project meetings, including pre-start meetings with contractors and coordinate site activities with Trust/school operations.
6.	Monitor and report on project progress, proactively managing risks and budget variances and provide regular updates to the Trust Head of Estates and Facilities
7.	Track project costs and escalate any variances to Trust Head of Estates and Facilities

8.	Prepare and deliver project status updates and reports throughout each project.
9.	Act as the main point of contact with contractors and consultants, responding to queries and issues to ensure projects remain on track and within the budget envelope.
10.	Proactively identify and manage logistical challenges and impact on operations and work effectively with relevant stakeholders to put in place solutions or mitigations.
11.	Maintain regular communications and updates to relevant stakeholders throughout each project.
12.	Complete, organise, maintain, and file key project documentation and ensure handover and post-project evaluation of projects
13.	Lead on embedding sustainability and energy efficiency into all capital projects, ensuring alignment with the Trust's sustainability objectives and government net zero commitments.
14.	Work with the Trust's Health and Safety Officer to manage compliance with CDM and other relevant regulations.
15.	Maintain the trusts capital programme pipeline, identifying funding opportunities.
16.	Contribute to developing and implementing policies and procedures related to H&S and estates management.
17.	Lead on the planning and delivery of capital investment programmes for estates, and support the development and implementation of ICT capital programmes.
18.	Undertake additional duties in line with the role, as directed by the Head of Estates and Facilities, Deputy CEO, or CEO, to support organisational objectives.

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Person Specification

Qualifications	Essential or Desirable
Degree in a relevant field (i.e. estates/facilities management/construction/surveying) or equivalent experience	E
Project Management qualification i.e. Prince2, APM, RICS, CIOB or equivalent experience	E
Accredited CDM qualification	D
Skills	Essential or Desirable
Computer literate with excellent understanding of Microsoft Office suite of programmes	E
Ability to work as part of a team, working effectively with people across a wide range of levels and responsibilities	E
Ability to organise and prioritise workload and work on own initiative	E
Ability to remain calm and deal with challenging situations in an appropriate manner	E
Ability to collate, manage and analyse data to provide insight through trends, themes and translate into effective action plans	E
Ability to be able to present information in a logical and systematic manner and to interpret data with skill and understanding to inform strategic decision-making at school and Trust level	E
Knowledge / Experience	Essential or Desirable
Proven track record of managing capital projects of varying complexity and scale across estates and facilities.	E
Experience of delivering large, complicated capital projects in relation to building maintenance, refurbishment and/or ICT services	D
Experience working within or for a Multi-Academy Trust, local authority or similar organisation, in a similar role	D
Knowledge of building and construction legislation, building regulations and planning regulations	E

Knowledge of CDM regulations and health and safety, including risk assessments and method statements	E
Awareness of child protection / safeguarding issues	E