



JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	Estates Masterplan Manager
Job Purpose:	To support the current and future development of the college estate
Accountability to:	Principal
Responsible for:	No staff

Key Responsibilities and Key Tasks:

1. To manage all current building projects:

- a. Lead the procurement of consultants and contractors
- b. Lead the operational delivery of building projects, ensuring compliance with the college's policies and procedures
- c. Act as the principal client representative to manage the work of the external project manager, design team and contractor(s), ensuring that projects are delivered to the approved timetable and budget, and to the design and quality standards required by the college
- d. Update and advise the Principal, SMT and Governing Body through attendance at, and by producing written reports for, regular meetings including Property Committee (as chair), SMT and Estates Committee
- e. Monitor progress with all building projects, completing relevant reports
- f. Authorise invoices and liaise with the Finance Director to monitor fees and project budgets

2. To support the future development of the college estate:

- a. Work with the Principal and Governing Body to develop and keep under review the estates masterplan
- b. Liaise with the external project manager and architect on developing specific building plans to meet the college's needs
- c. Support the Principal to secure Governors' approval of the estate masterplan and specific building projects
- d. Identify opportunities for external funding and develop bids, liaising with the Finance Director in respect of the college's capital finance programme and cash flow

3. Any other duties

- a. Undertake any other reasonable tasks, as required