

# Role and person profile

Post title:	<b>Facilities Project Manager</b>	Location:	<b>Manchester (National Remit)</b>
Division:	<b>Finance</b>	Department:	<b>Facilities Management Services</b>
Responsible to:	<b>Head of Property and Facilities</b>	Responsible for:	<b>N/a</b>
Scale:	<b>Implement</b>	Cornerstone behaviours level:	<b>Performer</b>
Post no:	<b>2623</b>		

## Section 1 – Accountabilities

### Main role purpose:

Lead the delivery and on-going development of all Facilities Management projects across the AQA estate ensuring the provision of high quality, compliant, convenient, flexible, and customer focused services from primarily the in house function, with responsibility for ensuring projects are on time, on budget and are in line with building and health and safety regulations. To create and implement a project programme to support the overall AQA strategy and Estates strategy by working with Facilities Management and Health and Safety teams

### Key result areas:

Key result areas	Outcomes
<b>Customer (external or internal)</b> Trusted and reliable products and insight that build AQA's reputation and influence	Develop and agree a project brief with the internal stakeholders and provide a cost with an outline project proposal for funding approval.
	Prepare CDM pre-construction information and a job specification and drawings for tender purposes for all projects.
	Act as stakeholder representative for all Facilities Management projects ensuring client, contractor AQA Facilities and Health and Safety are up to date with project processes at all time.
	Demonstrates commercial flexibility by undertaking other responsibilities which are of a commensurate level as business needs change.
<b>Finance</b> Sound financial management and a robust asset base	Designs and ensures delivery of projects, practices and processes that are thoroughly documented and compliant reducing the potential of risk to the organisation to minimise any financial impact.
	To manage all contractors performance to ensure that projects are completed to agreed timescales within budget and of a high quality. To ensure final sign off is completed and final account agreed;

	In line with procurement processes ensuring a suitable selection of contractors and completion of tender process
<b>Internal processes</b>	Monitors supplier relationships and performance standards to ensure quality delivery and cost efficiency of the externally provided Facilities Management projects.
	Provides accurate and timely management information on the performance and on-going continuous improvement to the Head of Facilities Services in relation to all projects
	Creates and implements a yearly project plan to ensure fluctuation in customer demand is proactively anticipated and met and risks are managed and mitigated.
	Takes accountability for ensuring all processes are robust and effective by collaborating with internal stakeholders and driving shared ownership for delivering timely, seamless and highly efficient services.
	Ensures the provision of effective workload management in line with departmental objectives and to maximise AQA's ability to meet its strategic objectives.
	Compile the health and safety file in accordance with the CDM regulations
<b>People and culture</b>	Supports AQA strategy by promoting a strong customer service culture and developing an agile delivery model; proactively engaging with colleagues and stakeholders throughout the organisation to ensure the services provided meet and exceed requirements and continue to develop and improve.
	Drives performance and development through effective Performance Management in order to ensure that performance standards and engagement are adhered to across the team.
	Produces high levels of performance by modelling leadership behaviours with confidence and providing clarity, challenge, feedback, coaching and development in line with business objectives.

## Section 2 – Key relationships

### Key internal relationships:

- Department Managers
- Colleague and Associates

### Key external relationships:

- Contract account managers
- Suppliers

## Section 3 – Person profile

Knowledge	Assessment
A sound knowledge of end-to-end project management	<b>A/I/P</b>

An understanding of Construction (Design and Management) Regulations	<b>A/I</b>
Knowledge of statutory planning and building regulations	<b>A/I/P</b>
An excellent working knowledge of Autocad, at least in 2D	<b>A/I/T</b>
<b>Qualification</b>	
Relevant PM Qualification (Prince2, APM, MSP, etc)/degree level in architecture or architectural technology/ degree level in surveying.	<b>A</b>
<b>Skills</b>	
Good influencing skills with the ability to consult and negotiate with a wide variety of people, internally and externally	<b>I/P</b>
Excellent project management skills	<b>A/I/T</b>
Aptitude for logical thinking and attention to detail	<b>I/P</b>
Ability to work under pressure and to tight deadlines	<b>I/P</b>
Excellent communication skills, oral and written and excellent interpersonal skills	<b>A/I/P</b>
Ability to analyse and interpret data	<b>I/P</b>
Ability to manage project finances	<b>A/I/P</b>
Ability to think creatively and positively	<b>I/P</b>
<b>Behaviours</b>	
Communication	<b>I/P</b>
Flexibility	<b>I/P</b>
Customer focused	<b>I/P</b>
Personal contribution	<b>I/P</b>
Continuous excellence	<b>I/P</b>
<b>Experience</b>	
Experience of delivering facilities/construction projects on time and to budget	<b>A/I/P</b>
Experience of end to end building projects including preparations of specifications and Autocad drawings	
Experience of producing budget estimates, budget management and preparing financial reports	<b>A/I/P</b>
Experience of contractor management and consultant coordination	<b>A/I/P</b>
<b>AQA's Behaviour Framework which is assessed through the selection/probation process</b>	
Assessment key (criteria to be assessed at the selection stage)	
<b>A</b> – application (it is <b>essential</b> to provide evidence on application for shortlisting purposes)	
<b>I</b> - interview	<b>T</b> – test (or work sample)
	<b>P</b> – probation