

**Job Title:** Capital Projects Manager

**Location:** Coventry, Ansty Park, CV7 9JU

**Job Type:** Permanent

**Working hours:** 36 Hours per week *(Fully Flexible Working Week and Hybrid working options available)*

**Salary:** £45,000 - £55,000 per annum, dependant on experience

**Benefits:** Private medical, 2x pension contribution, electric lease car scheme, cycle to work scheme, 25 days holiday (plus bank holidays) and more.

**About Us**

The MTC is a well-respected and admired organisation that is home to some of the brightest minds in engineering that work with cutting edge technology to drive innovation. We work alongside 100s of industrial clients across a range of sectors including automotive, aerospace, rail, informatics, food & drink, construction/civil engineering, electronics, oil & gas and defence. We help our clients to advance their technological and engineering capabilities in order to improve their business efficiency, capability and competitiveness. We help to bridge the gap between academia and industry by proving new ideas in an agile setting.

We have a range of engineering capabilities covering Research & Development, Advanced Manufacturing Management, Factory Design and Training. Often referred to as one of the ‘Best kept secret’, our rapid expansion and growth is making us more and more in demand.

Being supported by one of the largest public sector investments in UK manufacturing, we have locations in Ansty Park in Coventry, Liverpool and Oxford.

**The role**

MTC is seeking to appoint an individual who will assist and support the Property Development Manager for the delivery of MTC building projects and other property related projects. This role would be responsible for the following;

To report to the Property Development Manager as to progress of all property developments including budget, programme and key issues arising.

Working with the Property Development Manager, with future appointments where required on property related matters including the preparation of briefs and the tendering of contracts as required.

To work with Directors and other stakeholders as required in terms of ensuring that the company’s fit out requirements are properly integrated within new and existing or leasehold buildings in an appropriate and cost effective manner.

To monitor the progress of the project team (largely external), appointed contractors and addressing issues as required.

**Specific:**

* To work within the Estates Department to support the implementation of specific capital projects are achieved on, time, quality and budget.
* The post holder will be degree qualified from a relevant professional qualification organisation such as the Royal Institution of Chartered Surveyors (RICS), Chartered Institute of Building (CIOB) or Institution of Structural Engineers (ISE), OR Mechanical and Electrical Engineer (IMechE/IET) or equivalent.
* A track record of managing a team of professionals and achieving exceptional results in project delivery.
* The role is required to provide a professional surveying and project management, capital planning, and estate management service to the MTC.
* To provide a high-quality Capital projects management service in compliance with all relevant Statutory requirements and MTC Policies and Procedures.

**Main Duties and Responsibilities**

* To work within an Estates team, supporting on specific capital projects, with leadership provided by the Property Development Manager.
* Building up strong relationships with architects, contractors, consultants, county & borough councils, and staff within the MTC.
* To project manage capital schemes for the MTC owned and leased premises within budget, with support, but being responsible for ensuring delivery of the project within the planned budget.
* Responsible for ensuring any government funding claims are submitted correctly and in a timely way; raising orders, chasing invoices and ensuring timely payment of suppliers as funding is received.
* Co-ordinate input from MTC financial policy and procedures and external advisors to ensure the procurement process complies with statute, reflects government guidance and represents best value for money.
* To manage capital development and re-development projects from inception to completion, for projects up to a Capital value of £2 million and support the Property Development Manager with new build projects likely to be circa £20m+.
* To be responsible for organising design and technical consultant appointments, and advising the design teams on MTC Standards of design and specification.
* Prepare and advise on initial spacial design briefs and coordinate room data information from service users.
* To maintain records of the projects and receive maintenance and operational information at the Practical Completion of each project to handover to Estates FM Team
* To maintain financial control of each project and to ensure their delivery within the overall capital budget allocations and produce regular reports on performance.
* To coordinate and monitor appointment of Architects, Surveyors, Engineers, Quantity Surveyors and other related professionals in accordance with MTC Policy and relevant Codes of Practice.
* Advise and liaise with Capital Development Manager on proposed costs at feasibility stage of projects.
* Organise, and chair all relevant project meetings. Attend, participate in liaison meetings with MTC staff.
* Produce finance reports and programme data on Estate’s run development projects to the MTC, combined with the finance department as required.
* Be responsible for maintaining the Departments Approved List of Technical Consultants, Contractors and Specialists, reviewing and revising the list regularly.
* Responsible for compliance with all legislation pertaining to the post holder activities on Estates Department, matters including Building Regulations, Health & Safety legislation (CDM) applicable to Estates staff and contractors deployed by the post holder.
* Assist with the formulation of Estates capital bids and develop feasibility costs for projects internally and budget estimating for projects when required.
* Liaise, advise and coordinate with Estates team on other projects under the Estates Department control. Update staff/stakeholders with regard to disruption to be caused by building works.
* Suggesting and introducing improvements where necessary.
* Assist in the measurement of service delivery against targets and participate in appraisal reviews.
* Project Manage contractors and consultants in the delivery of projects, especially specialist subcontractors directly employed by the MTC.
* Monitor and record statistical data for the administration and the implementation of all contract, keeping the Property Development Manager informed of progress and delivery of projects within budget parameters.

**Person Specification**

**Essential Skills/Qualifications/Experience**

* Educated to degree level in a related construction industry discipline, with 3 - 5 years post qualified experience
* At least 3 years experience in a project or administrative role including at least 1 years experience in a specialism and/or administrative / cost management / project management role, and or, project management of mechanical and electrical projects.
* Ability to develop CAD drawings for capital projects
* Knowledge of construction forms of contract and contract administration (JCT & NEC)
* Experience of working with senior management and leaders.
* Effective communication skills will be required to engage a range of stakeholders. This includes developed interpersonal, negotiation, influencing and conflict management skills, where the subject matter is complex and/or sensitive.
* Must be able to work within agreed parameters and with minimal supervision.
* Developed analytical and problem solving skills will be required for assessment of facts or situations.
* Proven team worker with ability to motivate others.
* Aware of own strengths and development needs.
* Presentation skills.
* Numerate and knowledge of Excel.
* Prioritisation skills with ability to manage multiple strands of work simultaneously.
* Self motivated, Flexible, enthusiastic and committed
* Able to develop and maintain positive relationships
* Negotiation skills
* IT Skills (word, excel, email)

**Desirable Skills/Qualifications/Experience**

* Broad ranging experience in project management / contract management
* Knowledge of Capital development processes / RIBA plan of work
* Knowledge of statutory regulations
* Knowledge of developing schedules of works for feasibility and pricing purposes
* Knowledge of Sustainability related projects and targets

**Key Result Areas**

* To work with designated staff to assist in ensuring the effective management and delivery of all aspects of those projects – from scoping through option appraisal, implementation, performance management and evaluation.
* To identify effective links to ensure that projects are progressed in conjunction with others as appropriate and bring these to the attention of the Property Development Manager.
* To project manage delivery of estate development schemes, ensuring delivery within planned budget and time.
* Where appropriate, fee bid, appoint and brief external professional consultants. Ensure that the performance of these consultants is monitored and that critical information (e.g. policy, guidance and legislative documents) is fully understood and incorporated into each project.
* Where appropriate develop specifications, tender work, appoint and brief external contractors.
* Assist the Property Development Manager with maintaining the current contractors framework for MTC projects / Development
* Support the Property Development Manager in re-tendering the Consultant Framework (OJEU) and their appointments as well as the re-tendering of the framework
* Manage and/or co-ordinate the work of external consultants / contractors to ensure that specific projects are delivered to agreed quality, time and cost targets.
* Will be regularly required to use computer software to develop or create reports, documents and develop CAD drawings, and compilation of data.
* To be delegated the project management of capital schemes on MTC owned and leased premises, meetings with architects, contractors, and staff.
* To be able to manage several complex schemes simultaneously which may require adjustment of plans
* To have an understanding of statutory regulations related to the buildings and estate, such as the Disability Discrimination Act and Health & Safety (CDM) Issues.
* To be able to check and authorise invoice for payment, within agreed project briefs.
* To be able to monitor financial information within a pre-determined budgetary limit.
* To undertake audits and research as and when necessary.
* To be able to work to a defined set of parameters with significant discretion.
* To act as the MTC representative at contractors meetings, which includes architects, contractors, M&E Specialists.
* To undertake other duties commensurate with this post as and when requested.
* To keep updated as to improvement thinking, tools and techniques.

**Most challenging part of the job**

* Able to act independently, using own initiative when necessary.
* The MTC is a constantly changing environment, but rewarding environment with unpredictable work pattern – the post holder must be able to cope with reactive and changing demands on a constant basis.
* Able to effectively and appropriately deal with criticism and challenging people and situations when necessary.
* Ability to review own working practices in order to develop and implement more effective ways of working.
* Able to influence others who are assisting the post holder in the completion of work and meeting deadlines.
* Ability to positively and creatively question current thinking in order to assist in the development of new and better policy & operational working practices.
* Ability to work under pressure to deadlines and balance differing and conflicting priorities
* Organised with attention to detail.

**Effort and Environment**

* Ability to switch tasks and change priorities, as a result of managing a number of strands of work as a result of interruptions and /or arising situations requiring urgent attention.
* Periods of prolonged concentration may be required when analysing information, reports, and scrutinising delivery plans, writing reports in a climate with many competing priorities.
* Ability to demonstrate independence of thought.
* Ability to demonstrate initiative.
* Assertive in appropriate situations

**Interview Process**

Once you submit your application, this will be passed on to our Talent Acquisition team for review. If you are successfully shortlisted, the next steps will be a 2-stage interview process.

**Reference and Security Checks**

All employment offers will be subject to us obtaining satisfactory employment references.