



**Harper Adams
University**

Capital Projects Manager

Candidate Information Pack



Harper Adams is a friendly, talented community of more than 600 employees, working to ensure that everyone on the planet has access to food, and that this is achieved sustainably. Our work contributes to planetary health, animal health and wellbeing, and ultimately how this contributes to human health. We are passionate about what we do, and are committed to making a difference.

Harper Adams University is committed to the wellbeing of our employees, and their personal and professional development. This is reflected in our annual employee survey - employees tell us they're proud to be a part of the university and that it is a good, safe place to work where they feel trusted to do their jobs and supported by their managers.

Whilst many of our teaching, research and knowledge exchange activities are delivered or coordinated from an attractive campus in rural Shropshire, our impact and reach is regional, national and international. We offer free staff parking, leisure facilities, and we are only a short drive from the busy market town of Newport.

Some of the benefits of working at Harper Adams University are:

- Beautiful rural location
- Generous holiday entitlement
- On campus retail, catering and gym facilities
- Opportunity to purchase additional holiday
- Opportunities for agile working
- Employee Assistance Programme
- Disability Confident Employer
- Enhanced maternity benefits
- Enhanced sickness absence payments
- Cyclescheme supporter
- Workwear provided

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses, which include a year-long industrial placement. Undergraduate and postgraduate degrees and apprenticeships are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land, the total area farmed is approximately 494 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

Academic Provision

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Applied Life Sciences, Animal Science and Health, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews.. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 60% of our submitted research was rated either internationally excellent or world. Our extensive programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology transfer activities supported by strong industry links and partnerships with companies including Saputo Dairy UK (formerly Dairy Crest), CLAAS and Ice Robotics.

Current high-profile projects include the Hands-Free Farm – following on from the world-first Hands Free Hectare autonomous farming success; controlled traffic farming and development of laser weeding.

Recognition

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

The University was the highest performing modern university in The Times and Sunday Times Good University Guide 2016 to 2022.

In the QS World Rankings for Agriculture and Forestry published in March 2022, Harper Adams was ranked first in the world for its reputation with employers.

Harper Adams University is a six-time winner of the Whatuni? Student Choice Award for best job prospects

The University is ranked Top 5 in the UK for student satisfaction, based on the results of the National Student Survey 2022, and more UK-based, full-time, first degree undergraduates from Harper Adams University are in work or further study than from any other university in the country, according to 2022 Graduate Outcomes figures.

Facilities

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large, covered soil working area and a number of sustainable technology installations. New

facilities opened since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. A Veterinary Education Centre opened 2021, in support of existing programmes and the new Harper & Keele Veterinary School. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust.

The University also provides a range of training and professional development opportunities via its staff development programme.

Catering and Sports Facilities

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has bowling green and tennis courts that are available for staff use during the summer period. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

JOB DESCRIPTION

Title of the post: Capital Projects Manager (Full time, Permanent)

Department: Estates & Facilities

Reporting to: Head of Estates & Facilities

The Estates and Facilities Department provides a number of essential services to Harper Adams University and is responsible for managing, maintaining and developing the infrastructure and building fabric of the campus and outlying properties, including:

- Undertaking and regularly reviewing a maintenance programme which takes account of short, medium and long term needs of all estate's buildings and infrastructure.
- Implementing planned maintenance works identified and funded within the various maintenance programmes as well as providing reactive maintenance dealing with day-to day requirements, including the provision of an out-of-hours emergency service.
- Providing a professional, technical service to the University for the design, construction and procurement of capital projects including new buildings, refurbishment/ re-modelling of existing buildings and demolitions.
- Identifying and recording the use of space and advising on ways of increasing space utilisation.
- Procuring and managing utilities and services.
- The delivery of a wide-range of customer-facing services, including: estates maintenance services, capital development, environment and sustainability management, housekeeping and laundry services, reception, security, portering and postal services.

Main Duties and Responsibilities

1. Working with the University Senior Leadership Team and the Head of Estates and Facilities, take responsibility for developing and delivering the capital development 10-year estates strategy to support the University's strategic priorities, ensuring that the strategy is affordable, achievable and deliverable within realistic timescales.
2. Lead and take overall responsibility for the effective end to end delivery of capital projects using internal and external resources and expertise in-line with best practice to ensure projects are managed effectively and delivered in-line with approved budgets.
3. Take overall responsibility for the effective procurement and management of external consultants and surveyors required to deliver capital projects to see that they meet the University's requirements in terms of programme, budget and brief.
4. Take overall responsibility for the procurement, negotiation and management of external contracts for services relating to project delivery ensuring that such contracts are delivered to agreed standards of service and remain cost effective.
5. To be responsible for the preparation of external capital funding applications.

6. Provide or arrange for robust professional advice in the planning, programming, briefing and budgeting of capital projects at feasibility stage, providing considered option appraisals with reasoned recommendations.
7. Be responsible for and manage the client brief for capital works including preparation, sign-off and ongoing change control. See that brief is effectively delivered by the works.
8. Prepare business cases for capital projects, collaborating with Academic or Service Department Heads, managing the decision-making process with the University Senior Leadership Team.
9. Be responsible for the management, control and reporting of expenditure and forecasted costs against agreed capital budgets including professional fees, contractors and direct suppliers. Provide regular reports to the University Finance team.
10. Working with the University Engineer and the Environment and Sustainability Manager ensure that the University's sustainability targets are supported and promoted with any new capital developments. Provide forecasts of energy consumption, water usage and carbon emissions for any new substantial capital works.
11. Ensure that ongoing maintenance and facilities operational considerations are considered in the specification, design and implementation of any capital works.
12. Agree requirements for capital projects with the University insurers, making sure any such requirements are included in the designs and specification. Make sure that University insurers are notified of key contract dates.
13. Develop and agree the site logistics arrangements for capital works with relevant stakeholders across the University.
14. Be responsible for the collation and issue of pre-construction health and safety information and the client health and safety brief to principal designer and the designers.
15. Ensure that legal client duties of the Construction (Design Management) Regulations 2015 are met and that designers, principal designers and principal contractors are fulfilling their obligations.
16. Lead on University comments & approvals of reviewable design data provided by consultants & contractors to ensure that the client requirements are being met.
17. Manage all client direct contracts associated with capital works, coordinating this with the main works to meet the project programme.
18. Set up methods for inspection & checking of construction workmanship and materials.
19. Manage payments to suppliers, consultants and contractors on capital projects seeing that payments are properly due and paid by the due dates.
20. Manage handover of the capital works following commissioning of all services ensuring that necessary certificates, notifications and statutory approvals are in place

21. Be responsible for the reporting and resolution of any latent defects including engaging and liaison with lawyers in the event that disputes require legal action.
22. Participate in continuing professional development, keeping a detailed log of all training courses undertaken and retaining certificates to be able to evidence development upon reasonable request.
23. Maintain positive and regular close working with Estate and Facilities colleagues, working collaboratively to manage effective service delivery.
24. Provide line management and supervision for the Clerk of Works, Space Manager and CAD Technician.
25. All other duties and responsibilities commensurate with the post and the salary range of the grade.

Key Requirements

- Be legal to drive University vehicles.
- Attend all training and development, as required.

Personal Specification

	Essential	Desirable
Qualifications	<p>Educated to a degree level in a construction, architectural or engineering discipline.</p> <p>Chartered & qualified construction professional (e.g. ARB, RIBA, CIBSE, RICS, etc...)</p>	<p>Current IOSH and/or NEBOSH certificates</p> <p>Asbestos Awareness Certificate</p> <p>CSCS Card</p> <p>Principal Designer competence</p>
Experience	<p>Experience of managing multiple refurbishment and new build capital works.</p> <p>Experience in the procurement and effective management of construction consultants and construction contracts.</p> <p>Experience of managing & delivering multiple work packages (e.g. enabling work, furniture, signage, etc...) supporting main construction contracts.</p> <p>Experience of contract management using JCT forms, both traditional plus design & build.</p>	<p>Experience of working with NEC forms of contract.</p> <p>Previous experience of working in Higher Education.</p>

	Experience in agreeing, monitoring and controlling capital budgets.	
Knowledge/Skills	<p>Excellent working knowledge of relevant software packages (e.g. Excel, Project, Word, Powerpoint, Adobe Acrobat)</p> <p>Able to develop relationships with stakeholder groups, coordinating stakeholder requirements, achieving sign off and managing expectations.</p> <p>Excellent knowledge of Construction (Design Management) Regulations 2015.</p> <p>Thorough knowledge of procurement regulations and able to manage procurement to get best value.</p>	<p>Good practical working knowledge of AutoCAD.</p> <p>Working knowledge of BIM (Autodesk Revit). Note, HAU does not operate in BIM.</p>
Personal Qualities	<p>Able to work flexibly, responsibly and effectively to deadlines with minimum of supervision. Have a flexible attitude to multi-skilled tasks to maximise operational effectiveness.</p> <p>Excellent communication skills and be able to effectively build and maintain both relationships and trust.</p>	

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

Salary The commencing salary will be within the range £42,155 to £46,047 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28th day of the month.

Contract Term This is a permanent, full time post. The employment may be terminated during the course of the contract by either party giving three37 months' notice in writing.

Hours of Work	<p>The routine working week is 37 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.</p>
Holidays	<p>The annual holiday entitlement is 25 working days, plus statutory bank holidays. In addition to this there are 8 University closure days during the full annual leave year. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.</p> <p>All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.</p>
Sick Leave	<p>During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.</p>
Pension	<p>The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.</p>
Exclusivity of Service	<p>You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.</p> <p>It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.</p>
Criminal Convictions	<p>The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.</p>

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Disclosure and Barring Service Check before an appointment can be made.

References

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible. Referees should include your present, or most recent, employer.

Application Procedure:

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

To be submitted no later than midnight on Sunday 26 March 2023