



Project Officer

Prepared by Castlefield Recruitment

Welcome

Welcome to the University of Hull's Estate and Facilities recruitment site which presents a range of opportunities to join the Estate and Facilities Department across a variety of disciplines.

Our dynamic team of over 200 people provide everything needed to design, equip, run, maintain, manage and operate our buildings. We have talented space management and development teams who create and deliver state-of-the-art buildings and refurbishments, working closely with our student and staff communities to transform the way research and education is delivered. We have dedicated teams of skilled maintenance experts, specialists in sustainability, facilities and accommodation management, cleaning and security to ensure we provide an outstanding experience for our communities. The University of Hull's Estates and Facilities department is a progressive team, who together deliver exceptional results.

Aligned to our 2030 strategy, our emerging Campus Development strategy and ambitious Carbon Neutral Campus 2027 strategy sets out a blue print for significant and sustained investment in our physical and digital estate to support the provision of world class, sustainable facilities and services to guarantee the best possible experience and outcomes for our students, staff and visitors helping ensure the successful delivery of our ambitious vision.

With a sustained and continued programme of investment in our people and the services we offer, there has never been a more exciting time to join us and for those with the right mindset, the possibilities are endless. So if you think you have what it takes to join a team of professionals who are really going places, we want to hear from you. In return, we offer flexible working, excellent training opportunities and huge amount of support from a highly experienced and very friendly team.

Stephen Dale - Director of Estates and Facilities

About Us

About the University of Hull

The University of Hull has been changing the way people think for over 90 years. The University's motto, *Lampada Ferens*, translates as 'carrying the light of learning', and over the years, they've shared that light with thousands of people from across the world.

As England's 14th-oldest university, they have a proud heritage of academic excellence, and a history of creating and inspiring life-changing research.

The University of Hull was founded in 1927 – originally as University College Hull. The foundation stone was laid the following year by the Duke of York (later King George VI, of The King's Speech fame) and opened for business with 39 students and 14 'one-person' departments. The University now has more than 16,000 students and around 2,500 employees, including more than 1,000 academic staff.

About Estates and Facilities

After our students and staff, our physical and digital estate is the largest single enabler for our world-class teaching and research and provides a fantastic student experience.

Our estate is large and varied with the main campus covering over 153 acres, with over 106 buildings of different ages, complexities, listing status, physical condition and use, ranging from grade two and grade two star listed properties to brand new state-of-the-art learning and research spaces.

The estate is generally located on our main campus on the outskirts of the City along with a selection of additional satellite buildings across the region.

A focus in recent years has been delivery of an unprecedented level of capital development across the University with over £300m being invested in new build or refurbishment projects with a planned strategic programme of further significant investment over the next 10 years focusing on transformation and provision of world class, sustainable facilities and services to guarantee the best possible experience and outcomes for our students, staff and visitors.

Why Hull?

10 Reasons to Work for the University of Hull

We're Going Places

We're investing heavily in transforming our campus into a high-tech learning hub for the 21st century.

Career Opportunities

If you have the ambition, we'll help you gain the knowledge and skills to succeed. We want you to have a long-term career with us, so we'll support you every step of the way.

Fantastic Environment

Situated in the leafy suburb of Newland, our beautiful red-brick campus is well known for its friendly atmosphere. We've got Costa, Starbucks and Illy coffee shops on site. And our restaurants - which promote fair trade and organic products - cater for all tastes.

Great Benefits

We offer a competitive salary, generous holiday allowance, excellent contributory pension schemes, hybrid-working and time off for family priorities.

Our People

Work with people whose interests and ambitions match yours. We're investing in recruiting the best possible professors, lecturers, researchers and support staff. There's never been a better time to join us.

Superb Facilities

The University has one of the country's finest libraries and excellent sport and fitness facilities, which we're currently upgrading. We've also got a world-class concert hall, a surround-sound cinema and a fantastic art gallery.

Location

Hull is a city with a spring in its step. The 2017 UK City of Culture has benefited from huge new investment, especially in the renewable energies sector. What's more, the surrounding East Riding of Yorkshire contains some of the country's most unspoilt scenery.

Affordability

Hull is one of the least expensive cities in Britain. According to Numbeo.com (December 2021), renting a one-bed city centre apartment here is 70% cheaper than in London and more than 30% cheaper than Manchester.

Staff Support

We'll make sure you're well looked after. Our range of services includes a generous relocation package, the Cycle2Work scheme, free eye tests for computer users and access to support and advice when you need it.

Opportunity for All

We're committed to eliminating discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

About the Role

Job Title	Project Officer
Faculty/Professional Directorate:	Infrastructure Services Directorate
Subject Group/Team	Estates & Facilities, Estate Development
Reporting to:	Senior Project Manager
Duration:	Continuing
Job Family:	Administration
Pay Band:	6
Benchmark Profile:	Administrator Band 6
DBS Disclosure requirement:	N/A
Vacancy Reference:	TBC

Role Summary

- Work with Project Managers and Senior Project Managers to provide professional project management services and ensure the effective delivery of assigned capital and revenue projects and programmes in accordance with industry best practice and University agreed procedures
- Following project management governance systems and methodologies, contribute to a diverse range of estate developments ensuring quality of design and delivery, compliance with business case objectives and ensuring they are delivered to business case objectives and time, cost and quality parameters
- Support the operational work of the Estates and Facilities Directorate working collaboratively with faculties, schools and directorates and other internal and external stakeholders

Main Tasks and Duties

- Follow University governance systems and methodologies to provide professional project management services to lead and ensure effective delivery of a diverse range of assigned minor capital and revenue projects and programmes through all RIBA work stages ensuring quality of design and delivery, compliance with business case objectives and specified time, cost and quality parameters
- Assist Senior Project Managers and Project Managers to ensure the effective delivery of major capital and revenue projects
- Work alongside Senior Project Managers and Project Managers, work with stakeholders to develop business cases, requirements, aspirations and constraints to create and develop the project brief ensuring sign off at relevant stages
- Support the operational work of the Estates and Facilities team working collaboratively with faculties, schools and directorates and other internal and external stakeholders
- Contribute to the development of Operational Cost (Op Ex) benchmarking and studies
- Assist Senior Project Managers and Project Managers in recommending procurement strategies and forms of contract for project teams and contractors
- Assemble and supervise small external project teams as required for small and non-complex projects
- Oversee external project team performance and ensuring all deliverables from the team are provided in a consistent and timely manner
- Assist in ensuring the periodic review of performance is undertaken and feedback provided to ensure service levels received meets or exceed requirements and any poor performance is addressed promptly
- Work in compliance with the Project Management Handbook and that established gateway review procedures are adhered to by all parties to the project
- Contribute to the undertaking of robust Value Engineering exercises, ensuring maximum 'value' is derived from every project in the programme
- When necessary act as the focal point for requests for information from the design team, disseminating as required and ensuring timely and accurate flow of information
- Provide high quality written and verbal reports in a timely manner to Stakeholder Groups, Project/Programme Boards and other groups as requested
- Working with the external Cost Manager where appropriate, manage all financial aspects of assigned minor projects/programmes including budgeting, forecasting, cost control and monthly reporting
- Review the sustainability criteria of assigned projects and working with the Sustainability Team and in accordance with the Carbon and Energy Reduction Strategy, ensure agreed standards are implemented and met
- On small and non-complex projects undertake the role of designer and/or Principal Designer as required
- Work with Senior Project Managers and Project Manager, to develop option appraisals and design information
- Represent the Estates and Facilities Team and deputise for Senior Project Managers and Project Managers as required

Person Specification

The successful candidate will demonstrate the following;

- Project officer experience
- Has an HND in relevant area or equivalent qualification and/or experience
- Some effective management of construction or other related projects, with a record of successful project delivery, and an understanding of common procurement strategies and methodologies
- A basic understanding of common contract forms and the contract administration process, including the NEC4 suite of contracts and JCT contracts
- Understanding of following the RIBA Work stages of projects in addition to a working knowledge of Project Management Methodologies
- An understanding of the application of BIM across the whole lifecycle and the application of Soft Landings
- A working knowledge of the Microsoft office suite of applications, particularly Microsoft Project, or other project management software
- An active approach to continuing professional development/undertaking training as appropriate for personal and professional development

For full job description and person spec, please click [here](#)

Infrastructure Services Directorate Estates and Facilities Campus Development and Strategy

Associate Director
of Campus
Development
& Strategy

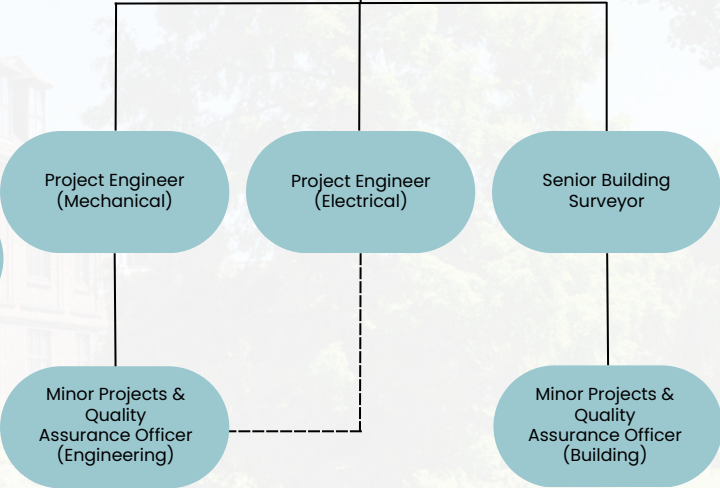
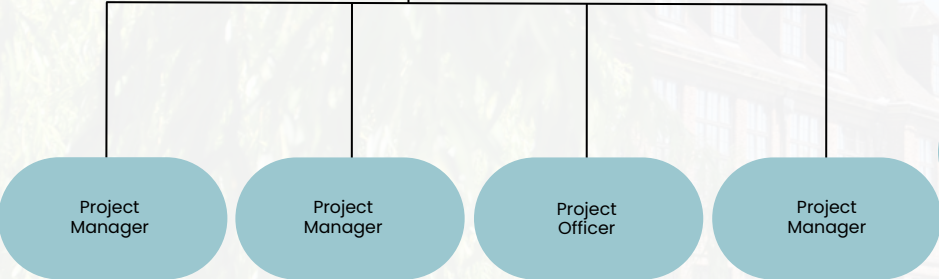
Senior Project
Manager

Senior Project
Manager

Senior Project
Manager

Fire & Safety
Manager

Project
Coordinator



Benefits Package

As an employee in the organisation, you will benefit from:

- Band 6: £30,619 – £36,333 (increasing to £31,396 – £37,099 in August 2023) + potential market supplement
- 28 days annual leave, plus three bonus holidays for Christmas, and Public Holidays
- We offer generous salary-related pension schemes based on employee and employer contributions
- 36.5 hour working week, but this can vary based on contract
- Annual increments are paid subject to satisfactory service on the date specified in your contract. This is normally 1 August, if you've completed more than six months' service in your current pay band.
- Family leave:
 - Up to 76 weeks of maternity or adoption leave, as well as paternity leave, parental leave, dependants' leave, carer's leave, leave for fertility treatment and the option to request flexible working
- We offer an extensive range of training and development opportunities delivered in-house, online and externally.
- Newly appointed staff who need to move house to take up a job offer can claim up to £10,000 to help meet the costs of moving to the area
- The University runs a Cycle2Work Scheme, which enables you to buy a bike tax-free to make your commute cheaper, healthier and greener. The scheme is normally open during May and November each year
- We do our best to make sure that you have an affordable space to park your car on campus. Charges depend on which car park you use



Contact Us

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