

Job Description



General Details

Job title:	Lead Designer – Capital Projects
School/Service:	Estates & Commercial Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	1 FTE
Grade/Salary:	Grade 9
Date Prepared:	April 2021

Job Purpose

Reporting to the Head of Projects, the Lead Designer – Capital Projects will take the lead role in the design and project management of the University's capital projects across a mixed-use Estate portfolio of research and teaching facilities, student residences, social and hospitality space, sports facilities and commercial space.

Relationships

Reporting to:	Head of Projects
Responsible for:	No Line Management Responsibility

Main Activities

1. To lead on the design for the delivery of capital projects including space management, capital and minor project management, quality control and contract management 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.
2. To lead, manage and co-ordinate the delivery of design for building works, electrical and mechanical engineering, cost management, project management and space planning.
3. To lead the design team on the delivery of estate reconfiguration and improvement projects, working closely with stakeholders to ensure requirements are met.
4. To ensure that competent cost and feasibility advice is provided to the University in developing user briefs for business cases, to ensure that all briefs reflect the University's requirements and can be successfully translated into value for money facilities.
5. Establishing project objectives, needs and budget.
6. To lead on the development of conceptual, feasibility, outline and detailed design proposals and drawings.
7. To ensure drawings are all produced on AutoCAD and /or BIM e.g. Revit.
8. Lead on the preparation of specifications for materials and finishes.
9. Co-ordinating the design team including services engineers, surveyors etc., to ensure all necessary project information is produced in a timely fashion.
10. Preparing and presenting design proposals to colleagues, the Executive Team and the Board of Governors.
11. Meeting with construction professionals and contractors to discuss feasibility of designs.
12. Reviewing local rules and regulations to ensure the construction project falls within all constraints.
13. To ensure that competent cost and feasibility advice is provided to the University in developing user briefs for business cases, to ensure that all briefs reflect the University's requirements and can be successfully translated into value for money facilities.
14. Contribute to 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.
15. Ensuring all aspects of the department's work are carried out in-line with University Health and Safety requirements, statutory obligations and best practice requirements.
16. Deputise for the Head of Projects as required and therefore taking responsibility for reporting to the Senior Management Team; developing and maintaining relationships with internal/external partners; and representing the University for the Estates Department as required.
17. Support the Assistant Director and Head of Projects in the development, delivery and periodic review of the Estates Strategy.
18. Working with the Assistant Director and Head of Projects to design strategies for the future development of the estate in support of the University's plans and priorities.
19. Ensuring the University's commitments to sustainability are realised both within the Department's own operations and more widely across all areas of University activity, working with academic and professional services colleagues as appropriate.
20. Actively contribute to the work of the Estates and Commercial Services Senior Management Team and take responsibility for cross-divisional initiatives and performance.
21. Represent the University in relevant national and regional networks and on associated professional bodies.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

