



## JOB DESCRIPTION

<b>Job title:</b> Estates Cost Manager	<b>Accountable to:</b> Director of Estates and Associate Director of Finance
<b>Contract length:</b> Permanent	<b>Hours per week:</b> 35 <b>Weeks per year:</b> 52
<b>Salary:</b> £52,073 to £70,230 per annum	<b>Grade:</b> 7
<b>Service:</b> Estates	<b>Location:</b> Central Saint Martins

### Who are we?

UAL is a world Top 6 university for art and design according to the QS World University Rankings® and Europe's largest specialist university for art and design.

One of UAL's key goals is to provide an inspirational environment. This strategic ambition requires the University to have a world-class physical environment and underlying infrastructure that support our students and staff in their academic ambitions and increases our engagement with our wider communities. We will do this by delivering sustainable new environments, with an emphasis on delivering new academic buildings wherever existing facilities are not consistent with our ambitions.

This strategic ambition is being realised with capital investment across the 170,000 sqm estate across 16 locations. Significant projects include new and enhanced academic buildings for London College of Communication, London College of Fashion, Wimbledon College of Arts and Camberwell College of Arts. We are also developing our portfolio of UAL owned halls of residence.

This major transformational change is exciting and challenging and the role is pivotal in ensuring the University has robust financial measures in place to anticipate and manage risks and ensure value for money.

### What is the purpose of the role?

Reporting to the Director of Estates and Associate Director of Finance, you will provide strategic and commercial leadership on all cost management, programme, and contractual matters within the estates directorate. You will provide a professional support service to the Estates Senior Management Team in the delivery of its services related to all business units across the estates department including the capital projects delivery and facilities management operations. You will also provide a governance link to the finance team in auditing the work of other cost professionals on large and major projects.

You will be the cost and commercial professional for Estates activities across the entirety of the UAL estate portfolio, with oversight of all contractual and financial aspects of project and service delivery – budgeting, forecasting, cost control reporting and supply chain management.

With a capital development of up to £500m over the next 6 years and an annual revenue expenditure of £25m per annum the post holder will play a vital role in ensuring that the forecasting and management of costs and expenditure is exemplary and that the procurement methods deployed provide maximum value and are appropriate.

The post holder will work collaboratively with the wider team playing a lead role in strategic financial forecasting and the analysis of procurement strategies. The role will require sensitive and collaborative leadership, working closely with stakeholders, to effectively establish, manage and maintain positive working relationships, both internally and externally, to achieve the UAL vision.

## **Duties and Responsibilities**

### **Strategic Leadership**

- Support the Director of Estates and Estates Senior Management Team in developing and executing effective strategies and plans setting out how programmes of works and services will be organised and managed in respect of financial management and procurement matters.
- Monitor and advise on investment drivers and market conditions
- Prepare and submit as required reports , inter alia, to meet the requirements of governance/ committee procedures, financial regulations etc. working closely with the Finance and Procurement teams, internal and external auditors and wider partners for consistent project/ programming reporting. Present to these bodies as required.

### **Programme and Project Management**

- Working closely with individual Project Managers and Project Directors, ensuring accurate and reliable commercial and cost management considerations are included in early project documentation including feasibility studies, business cases, and project execution plans.
- Provide support to project and programme managers in preparing and monitoring cash flow forecasts, ensuring that the systems for management of change are robust and assist in settlement of final accounts.

### **Financial Governance**

- Act as 'Client Monitor' on large and Major Projects by auditing and challenging cost reports presented by external QS practices. Presentation of findings direct to the Associate Director of Finance

### **Financial Control**

- Ensure that robust systems are in place and monitor project and contract costs ensuring that value for money is achieved including life cycle analysis and that projects and services are being delivered within approved budgets. Working in close collaboration with the Lead Accountant for Estates in preparation and management of estates annual budget forecasting and funding requests.
- Preparation of estimates and cost plans for planned and actual projects along with building and maintaining a project cost library.

### **Procurement**

- Act as the primary intermediary between the estates department and the university central procurement team.
- Contribute to the development of strategy for efficient and effective delivery of capital programmes/projects, including consultant and contractor procurement, forms of engagement, management of risk, contingencies, best value and cost planning.
- Lead on contract advice (type, version, standard clauses etc). Work with other departments (Finance, Procurement and Legal) internal and external to develop standards and Frameworks (e.g. General Conditions & Prelims, standard contract clauses, cost reporting formats for external QS's).

- Assist project managers and service leads in the preparation of tender documentation required to support the adopted procurement strategy, including market engagement, invitations to tender, tender evaluations and contract awards. Prepare tender reports as necessary to support the individual project managers/service leads in demonstrating that procurement process and tender award demonstrated the best value for the university.
- Ensure a consistent approach to capital project and estates services delivery, including the management of framework contractors and consultants and reporting of supplier performance. Develop and proactively manage suppliers as an integral part of the Estates delivery team.

### **Other Conditions**

As a senior member of the University the following applies:

- You are expected to work such hours as are reasonably necessary to fulfil the duties and responsibilities of the role.
- You may be required to regularly travel to other sites as necessary.

### **General**

- Assume other reasonable duties consistent with your role, as determined xxx, which may be assigned to you anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

### **Key Working Relationships**

Director of Estates and Estates SMT, Associate Director of Finance, Procurement Category Manager, External Legal Teams and suppliers, Key Stakeholders, Estates Lead Accountant

### **Specific Management Responsibilities**

**Budgets:** Responsible for setting budgets advising Senior Management Team in bidding for finance and management of same.

**Staff:** Member of Estates Management team in a professional capacity and also a reporting responsibility to the Finance team.

**PERSON SPECIFICATION**

Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> <li>• Quantity Surveying or associated knowledge and professionally qualified essential.</li> <li>• Qualification with a recognised accounting body would be an advantage.</li> <li>• Ability to create tender documentation from surveys/drawings.</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Demonstrable experience in the Property sector in procuring of contractors and consultants and cost management and reporting. Also good working knowledge of project management and health and safety legislation.</li> <li>• Experience in management of construction sector frame works would be an advantage.</li> <li>• Significant experience in new build and refurbishment ranging from minor to large scale complex projects.</li> <li>• Strong working knowledge of forms of construction related contract documentation.</li> <li>• Experience in Public sector/education sector would be an advantage.</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>• Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way.</li> <li>• Needs to be able to present to an executive level in an organisation.</li> <li>• Articulate and able to prepare reports and presentations to a high standard.</li> <li>• Tactful and diplomatic.</li> <li>• Good IT skills.</li> </ul>
Leadership and Management	<ul style="list-style-type: none"> <li>• Motivates and leads a team effectively setting clear objectives to manage performance.</li> <li>• Self- motivated with the ability to manage internal and external personnel.</li> </ul>
Professional Practice	<ul style="list-style-type: none"> <li>• Contributes to advancing professional practice/research or scholarly activity in own area of specialism.</li> <li>• Experience in a Cost consultancy practice or equivalent.</li> <li>• Membership of any relevant professional bodies e.g. RICS desirable.</li> </ul>
Planning and Managing Resources	<ul style="list-style-type: none"> <li>• Effectively plans and manages operational activities or large projects to achieve long term objectives.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to draw upon resources as required.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration.</li> <li>• A team player and able to act collaboratively with close colleagues and in the wider UAL community.</li> </ul>
Student experience or customer service	<ul style="list-style-type: none"> <li>• Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.</li> </ul>
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> <li>• Identifies innovative solutions to problems to bring a wider benefit to the organisation</li> <li>• Ability to adapt to changing circumstances and deal effectively with major challenges.</li> </ul>