



## **JOB DESCRIPTION**

**Title:** Estates Project Manager

**Reports to:** Estates & Facilities Director

**Responsible for:** Estates Infrastructure Project Management

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### **Main purpose of the job**

Working across all RBO properties as required, the Estates Project Manager is responsible and accountable for the delivery of designated estates infrastructure projects, specifically:

- Project management, project delivery and project implementation associated with the estate's capital maintenance plans.
- Management and delivery of scoping, documentation, procurement, and implementation of projects.
- Monitoring and reporting on project progress, change control and risk management.

### **Main Responsibilities**

Working with the Director of Estates & Facilities and other project team members:

- Define and develop project scopes and schedules within the given budget and timelines; agree the programme plan with key stakeholders.
- Ensure the interdependencies between projects are fully understood, aligned, and acted upon.
- Ensure programme documentation is aligned, including project initiation documentation, risk control documents, progress reports, project plans, change control, and other documentation as required by the projects.
- Ensure delivery teams are aware of their roles, responsibilities, and tasks. Motivate and provide direction for the programme.

- Ensure delivery expectations are communicated with stakeholders; ensure effective and open communication throughout the project team.
- Organise, coordinate, and direct the programme activities; manage risks and issues proactively.
- Regularly review and report to governance boards and meetings including project risks and progress.
- Monitor project budgets, resources, dependencies, and task delivery.
- Using a range of outputs from surveys, audits, and studies, carry out technical analysis of data, oversee further enquiries as may be required.
- Assess priorities and develop specific projects including business cases, budgets, timescales, and impact studies.
- Work with external consultants, specialists, project managers, internal stakeholders, and others to develop detailed programmes and plans for projects.
- Develop project budgets that take account of capital expenditure, fees, and BAU impact costs. Work with cost consultants to evaluate budget assumptions.
- Prepare reports for Estates Committees to track progress, financial results, and issues.
- Oversee project implementation and delivery, and all stakeholders (internal and external) related to the project to meet objectives.
- Maintain regular, positive communications with stakeholders that may include funders/sponsors and other external bodies.

## **PERSON SPECIFICATION**

### **Minimum Knowledge, Skills, and Experience**

- Current project management certification, Prince 2 practitioner, agile management or equivalent.
- A construction Project Management degree, or relevant degree, or senior level of experience delivering Estates related projects.
- Professional industry memberships and evidence of CPD.
- Experience of estate planning and construction projects.
- Experience of relationship management including an understanding of operational requirements and sponsorship relationships.
- Demonstrable ability to work within a complex operating environment with a range of different stakeholders.
- Highly effective and confident interpersonal and influencing skills - able to inspire confidence and develop effective working relationships internally and externally at all levels.

- Proven ability to work proactively and independently, making decisions with minimal supervision.

### **Other Essential Knowledge, Skills, and Experience**

- Excellent written and verbal communication skills.
- A high degree of computer literacy – able to use word processing, email, spreadsheets, Internet applications, and databases to support own work and project delivery.
- Ability to conduct technical project evaluations and assessment of results.
- Commitment to managing own learning and continuous development relevant to the role.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

