

Vacancy ref: 5637

ESTATE DEVELOPMENT AND CAMPUS SERVICES
JOB DESCRIPTION

Title:	Senior Project Manager
Department:	Estate Development
Grade:	Grade 9
Salary:	£61,165 - £68,817 per annum
Hours:	Full Time
Contract Length:	Permanent
Reporting to:	Head of Capital Projects
Location:	Exchange Station, although staff may be asked to work in any location within the University.
Introduction:	The appointed person will be a senior member of the capital development team guiding the team to deliver key investment projects to meet vital deadlines, within approved budgets and making sure LJMU deliver an excellent experience to all our students both during and after projects are completed.

Purpose of the role

The Senior Project Manager will support the Head of Capital Projects in the effective project management of the University's Estate Plan. They will manage the delivery of multiple capital investment projects across the whole estate. These will range from estates led infrastructure projects through to academic projects including, but not limited to, adaption and extension of existing facilities and new build projects from feasibility to fit out and occupation.

Duties

1. To be responsible for the project management of a range of capital development projects (£500k - £100m+) across the university's portfolio from inception to completion.

2. To appoint, control and manage professional consultants who are responsible for implementing the projects and to ensure that all projects meet the University's requirements in respect of briefing, design, procurement, programme, and cost targets.

3. To participate in the Project Teams established for each of your projects, and provide professional advice and support to the respective Faculty Deans or senior managers appointed as Project Leader.

4. To manage a range of projects and to ensure that appropriate procurement procedures are followed and the University's financial regulations are complied with.

5. As a senior member of the team you will set examples of best practice to colleagues and contribute to projects managed by other project managers to share best practice and provide continuity and consistency of delivery across the team. Where required you will undertake mentoring and day to day management of the team members.

6. Ensure all direct reports adhere to internal processes for ensuring compliance with Construction (Design and Management) Regulations 2015.

7. Undertake peer reviews with project managers and other members of the capital projects team to share best practice, confirm compliance with policies and procedures, and to provide a level of quality assurance across all projects.

8. To liaise with University Faculties and Departments in order to minimise disruption to the academic activity of the University, and to ensure that all project programmes are established and complied with.

9. To advise on the selection, appointment and monitoring of all professional consultants, building contractors and suppliers, including leading on contract negotiations.

10. Set up, manage, improve, and operate robust change control systems for a range of projects.

11. Create and deliver high level presentations to a variety of meetings, both internal and external, for example committee meetings, user group workshops, meetings with statutory authorities.

12. To be aware of the University's Equality and Diversity policies, and to ensure that the projects adequately meet the needs of disabled people.

13. To carry out full post contract reviews for all projects and report to the Director of Estate Development and the appropriate Boards, Committees and working groups.

14. To advise on and develop efficient project management systems to assist in the effective operation of the division.

15. To keep abreast of current developments in project management and building design and procurement techniques, and to undertake CPD.

16. To fully coordinate and manage the handover of the project to the building user and Estate and Facilities Management operational team. Responsible for all operating and maintenance information to be handed to the Maintenance officers for the operation of the building upon completion of the construction project to allow the facilities to be properly maintained.

Values and Regulations

- Any other duties commensurate with the grade as deemed necessary by the Director of Estate Development.
- A commitment to LJMU's values and regulations and Diversity and Inclusion Policy.
- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU's Environmental Management, Energy

Management and Sustainability Policy Statement, and the Climate and Sustainability Plan.

- The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Executive Leadership Team, are contained in Section 2 of the University's Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder's mandatory Environmental Management responsibilities are contained in Section 2 of the University's Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy.
- For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

November 2026

PERSON SPECIFICATION

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

	Essential Factors	Evidence
	Qualifications	
1.	Degree in Project Management, Building Surveying, Construction, Building Services Engineering or equivalent.	A
	Experience	
2.	Extensive experience in project managing multiple new-build and refurbishment projects with a value excess of £10m (ten million pounds).	A, I, P
3.	Experience of public sector funding and the management of funding grants.	A, I, P
4.	Experience of interacting with clients, construction professionals, contractors and key stakeholders.	A, I, P
5.	Experience in project planning and software applications.	A, I, P
6.	Proven record of delivering projects on time and within budget.	A, I, P
7.	Proven record of leading and managing a busy team as large as up to 20 people, forming and communicating a clear vision, encouraging individuals to contribute to a common goal & creating positive working relationships across teams.	A, I, P
	Expertise	
8.	Knowledge and experience of building fabric and engineering services design and construction procedures, forms of contract, and consultants' conditions of engagement.	A, I, P
9.	Knowledge of how to produce and develop a business cases to support investment as being good value.	A, I, P
10.	Knowledge of Building Regulations, Construction (Design and Management) Regulations and Building Safety Act.	I, P
11.	Knowledge and understanding of the requirements of Disability Discrimination Act in relation to the design of buildings.	I, P
12.	Knowledge of public sector grant draw down and reporting.	I, P
13.	Ability to deliver multiple projects on time and within budget.	A, I, P
14.	Ability to manage handover of projects to both user groups and operational teams	I, P
15.	High level of communications skills both written and verbal	I, P
16.	Ability to create and deliver various reports, briefings etc	I, P
17.	Ability to design and deliver high level presentations	I, P
	Skills	
18.	Ability to demonstrate initiative with a flexible approach.	I, P
19.	Ability to work in a team.	I
20.	Ability to mentor junior/ less experienced members of staff.	I, P
21.	Ability to interact authoritatively with academic/ non-academic staff, consultants, contractors and public bodies.	I, P
22.	High level of negotiating skills.	I, P
23.	Ability to plan and prioritise own and staffs' workloads ensuring that deadlines are met and outputs are as required.	I, P
24.	Must be prepared to travel aboard.	I
25.	Must be prepared to work over evenings, weekends and public holidays if required.	I
26.	Ability to travel between university sites as required.	A, I

Desirable Factors	Evidence
Qualifications	
Membership of professional body.	A
Health and Safety Qualification	A
Experience	
Experience in both the public and private sectors	A, I
Experience in the education sector, liaising with senior academic, and professional staff	A, I
Knowledge of public sector procurement procedures	A, I
Ability to use AutoCAD	A, I
Ability to use construction-planning software.	A, I

A = Application I = Interview P = Presentation T = Test C = Certificate

BENEFITS OF WORKING FOR US

Financial benefits: Competitive salaries based on a low contractual 35 hour working week.

7.1% employer pension contributions for non-academic staff enrolled in the Local Government Pension Scheme (LGPS). This is a temporary reduction from the previous rate of 17.5%, effective from April 2026, following the Fund's triennial review. The reduction reflects the Fund's current surplus and improved financial position. This does not affect your pension benefits, which are determined by LGPS scheme rules rather than the level of employer contributions.

28.68% employer contribution to pensions for teaching staff enrolled into the Teachers' Pension Scheme (TPS).

Work life balance: Excellent annual leave provision.

30 days for support staff and 35 days for staff and senior managers grade 8 and above.

8 UK bank holidays and up to 5 University closure days between Christmas and New Year.

Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible.

Health and wellbeing: Regular wellbeing support initiatives throughout the year.

Access to a trained counsellor via Employee Assistance Programme (EAP).

Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing.

Career Benefits: Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning.

Making a difference: LJMU Climate Action - be at the forefront of initiatives to tackle climate change.

Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.

Opportunity to volunteer at graduation ceremonies, clearing and open days.

Discounts and other benefits: A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.

Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.

Massively discounted gym and fitness classes at the **University Sport Building.**