



Job Title: Estates Capital Project Officer

Unit/School: University Environments (Estates)

Grade: 6A/B

HERA: UE7

Core purpose of role

The Estates Capital Projects Officer will support the planning, procurement and delivery of the University's capital works, refurbishment and estate improvement projects. Working as part of the Estates Team, the post holder will assist in the development and delivery of a varied portfolio of projects that support the University's operational, strategic and sustainability objectives.

The role will work closely with Estates colleagues, academic and professional service departments, consultants and contractors to coordinate projects from inception through to completion, ensuring works are delivered safely, efficiently, within budget and with minimal disruption to University activities.

The post holder will contribute to project planning, procurement activities, stakeholder engagement, project monitoring and reporting, as well as supporting the implementation of asset improvement, compliance, infrastructure and sustainability-related projects across the University's estate.

The role will support compliance with statutory requirements, including health and safety legislation and the Construction (Design and Management) Regulations, whilst maintaining a strong customer focus and commitment to continuous improvement.

The post holder will be part of a collaborative team and be expected to work flexibly to support operational priorities and contribute to wider Estates objectives.



Key responsibilities and contributions

- Support the planning and delivery of capital works, refurbishment and estate improvement projects across the University estate.
- Assist with the development of project scopes, briefs, business cases and cost estimates.
- Coordinate consultants, contractors and specialist advisors throughout project lifecycles.
- Support procurement activities in accordance with University procedures and relevant public sector procurement requirements.
- Monitor project progress, programme performance, risks and budgets, reporting issues and recommending solutions where required.
- Assist with project governance processes, including preparation of reports, documentation and presentations for approval groups and stakeholders.
- Liaise with University departments to understand requirements and ensure project activities are coordinated effectively.
- Support the management of project impacts and help minimise disruption to teaching, learning, research and campus operations.
- Coordinate project meetings and maintain project records, programmes and action trackers.
- Assist in ensuring compliance with health and safety legislation, building regulations and CDM requirements.
- Support project handover activities, post-project reviews and lessons learned exercises.
- Contribute to sustainability, energy efficiency and environmental improvement initiatives ensuring that they are incorporated within capital projects.
- Develop positive working relationships with internal stakeholders, consultants, contractors and external agencies.
- Assist the wider Estates Team with project-related matters and operational priorities as required.
- Participate in out-of-hours work or emergency response arrangements where necessary.

Person specification

Essential qualifications / Professional memberships

- Degree, HNC/HND or equivalent qualification in construction, building surveying, project management, engineering, estate management or a related discipline, or sufficient demonstratable experience.
- Significant relevant experience in capital project delivery within an estates, property or construction environment.

Essential experience, knowledge and skills

1. Experience in supporting the delivery of building, refurbishment, maintenance or capital projects.
2. Experience in working with consultants, contractors and other project stakeholders.
3. Understanding of project management principles and project delivery processes.
4. Knowledge of construction, building maintenance or property-related activities.
5. Understanding of procurement procedures and contract administration within Construction.
6. Awareness of CDM Regulations, health and safety legislation and statutory compliance requirements.
7. Experience monitoring project costs, programmes and quality performance measures.
8. Strong organisational and administrative skills with the ability to manage multiple tasks simultaneously.
9. Effective communication and stakeholder engagement skills.
10. Demonstratable ability to work collaboratively within multi disciplinary teams.
11. Proven ability to analyse information and prepare clear reports and recommendations.
12. Competent use of Microsoft Office applications and project management systems.



Desirable

1. Experience of working within a Higher Education, NHS, or other Public Sector Estates Capital projects team.
2. Experience of establishing project management software systems.
3. IOSH Managing Safely or equivalent Health & Safety qualification.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable /Essential	Desirable /Essential	Desirable /Essential	Desirable /Essential
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.