



Job Title: De-Carbonisation Programme Manager

Unit/School: University Environments (Estates)

Grade: 8A/B

HERA: UE7

Core purpose of role

The De-Carbonisation Programme Manager is a key member of the Team, responsible for the strategic development, planning, prioritisation, procurement, and delivery of the University's estates de-carbonisation programme and its wider associated investment programmes. This includes acting as the expert client representative for major capital projects, planning programmes and ensuring project briefs align with Cardiff Metropolitan University's Strategy 2030, net zero carbon ambitions, and the creation of a safe, accessible, and student-centred estate that enhances learning, research, and community engagement.

The post holder will work collaboratively with Estates colleagues, academic and professional services stakeholders, and external consultants and contractors to develop and oversee a prioritised capital programme focussed on de-carbonisation of the estate that addresses the University's operational, strategic, environmental, and pedagogic needs. The role involves managing all stages of capital project delivery, including prioritisation, feasibility, design development, planning, procurement, delivery, and post-completion evaluation.

The post holder will be expected to provide leadership and direction to internal project and programme delivery staff and external contractors and consultant, supporting the professional development of internal staff and ensuring the consistent delivery of high quality services.

The De-Carbonisation Programme Manager will be responsible for undertaking the client role for the purposes of the CDM regulations and ensuring the written appointment of the Principal Designer and Principal Contractor for any works.

The post holder will be part of a small, collaborative team and will be expected to work flexibly to support other related functions and priorities as required, to help deliver the desired outcomes for the team and the University as a whole.

Willingness to work as part of an on-call rota, responding to unplanned emergencies and overseeing works required to be undertaken out of hours.



Key responsibilities and contributions

- Lead the development of the de-carbonisation capital investment programme based on identified need, condition data, stakeholder engagement, and University strategic objectives.
- Act as the expert client, providing clear leadership to internal stakeholders, design teams, and contractors throughout the project lifecycle.
- Manage the procurement of consultants and contractors in line with University policies and public sector procurement regulations.
- Ensure robust project governance and reporting, including financial management, risk management, and stakeholder communication.
- Oversee the delivery of major capital projects and strategic refurbishment programmes, leading multi-disciplinary consultant teams and contractor supply chains to ensure projects are delivered to brief, on time, within budget, and to the required quality.
- Develop project briefs and business cases for approval by internal committees and governance boards.
- Work closely with the Estates Team and Digital Services to ensure integration of building performance and digital technologies within project design.
- Collaborate with the Climate Action Team and wider Estates colleagues to ensure that capital projects contribute positively to net zero carbon objectives and environmental performance.
- Ensure all projects meet health and safety requirements, including compliance with the Construction (Design and Management) Regulations.
- Liaise with Schools and Professional Services to manage project impacts and minimise disruption to students, teaching and learning activities, and research operations.
- Support the Head of Estates in delivering a coordinated, customer-focused capital delivery service as part of the wider Estates Team. Maintain excellent working relationships with statutory bodies, local authorities, and other external stakeholders as required.
- Contribute to the continuous improvement of capital project delivery, including post project completion, evaluating performance against designed and projected targets, and lessons learned reporting.



- The post holder will be part of a small, collaborative team and will be expected to work flexibly to support other related functions and priorities as required, to help deliver the desired outcomes for the team and the University as a whole.
- Willingness to work flexibly to meet operational needs and support Estates team objectives.

Person specification

Essential qualifications / Professional memberships

- Degree in a relevant construction, project management, surveying, or engineering discipline or equivalent.
- Chartered membership of an appropriate professional body (e.g. RICS, CIOB, RIBA, APM) or equivalent substantial project management experience, or be actively working towards completion.

Essential experience, knowledge and skills

1. Significant experience in the successful planning and delivery of major de-carbonisation capital and smaller scale refurbishment projects in complex multi-site environments.
2. Experience of managing complex programmes of capital works including developing business cases and prioritisation models.
3. Demonstrable expertise in client-side project and programme management, including procurement and contract management.
4. Proven track record of leading multi-disciplinary consultant teams and contractor supply chains to successfully deliver major capital projects.
5. Experience of working within public sector or higher education environments.
6. Sound knowledge of health and safety, building regulations, CDM regulations, and statutory compliance relevant to estates capital works.
7. Strong leadership, negotiation, and stakeholder engagement skills.
8. Willingness to work flexibly to meet project deadlines, respond to emerging priorities, and support Estates team objectives.
9. Excellent organisational and project governance skills.
10. Proven ability to analyse data and provide recommendations for decision making.
11. Strong commitment to customer service and minimising disruption to teaching,



learning, and research activities.

Desirable

1. Experience of working within a higher education capital projects team.
2. Experience of establishing project management software systems.
3. Knowledge of sustainable construction, circular economy and net zero carbon design strategies.
4. NEBOSH or IOSH 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	Desirable	Desirable	Desirable
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 requires a basic 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.