



Project Manager Job Description

Job Overview

The Project Manager will play a key role in supporting the delivery and governance of the College's major and minor capital projects. The post-holder will act as the primary liaison between the professional project teams and internal stakeholders, manage and track project finances, support regulatory and governance compliance at key project stages, and provide strategic administrative and analytical support to committees and management. This is a dynamic and varied role that demands exceptional organisation, communication, and project management skills.

Key Responsibilities

Major Capital Projects

- Act as the key point of contact between the professional project teams (including contractors) and the College client team.
- Coordinate project activities, ensure documentation is well maintained, and respond to internal and external enquiries.
- Implement and conduct project gateway reviews at key RIBA stages to ensure compliance with budgetary, governance, contractual, and regulatory requirements.
- Oversee financial management of projects: update the project finance tracker, reconcile figures between QS cost reports, internal tracking, and the accounting system.
- Produce regular analytical reports (financial, programme, and risk) for internal Committees and senior management.
- Prepare and submit progress and financial reports to external funders).
- Coordinate and draft papers for the Buildings Committee, Project Steering Groups, and Focus Groups; take minutes and proactively follow up on action points.
- Provide relevant information and reporting to the Development team as required.
- Identify and flag governance issues or risks requiring strategic decision-making.

Small Capital Projects

- Provide administrative and financial management support to the Estates team.
- Develop procurement processes and preferred supplier lists for small-scale building and maintenance work.
- Assist in introducing and managing a purchase order system, ensuring accurate financial tracking and system entry.
- Analyse helpdesk data to propose improvements and troubleshoot technical issues with the maintenance system.

Finance and Committee Support

- Support the Bursar, Accounts Team in budgetary and investment matters.
- Prepare and collate papers for Finance & Planning and Investment Committees; attend meetings, take minutes, and track decision-making.
- Assist with JCR/MCR project requests and related business planning.
- Provide ad-hoc project support and data analysis as directed.

Additional Duties

- Assist the Sustainability Manager on building-related environmental initiatives.
- Step in for the Estates Manager as needed, including contractor coordination and invoice administration.
- Undertake other reasonable duties in line with the role's scope.

Person Specification

Essential

- Educated to degree level or equivalent.
- Demonstrated experience in high-level project coordination or management.
- Strong numeracy skills and experience in financial tracking and budgeting.
- Proven ability to manage multiple projects with strong attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Strong interpersonal skills and confidence interacting with a wide range of stakeholders.
- Ability to work independently with sound judgement and discretion.
- Capable of taking clear minutes, reports, and following up on actions.

Desirable

- Chartered membership with a professional body (or working towards) such as RICS, CIOB, ICE or similar.
- Previous experience in a higher education institution, preferably an Oxford College or similar setting.