



Coleg Gŵyr Abertawe  
Gower College Swansea

# Project Manager Estates and Capital Projects

Candidate Information Pack

February 2025



[www.fea.co.uk/job/gcs-pm/](http://www.fea.co.uk/job/gcs-pm/)



# Welcome

Dear candidate,

## **Project Manager - Estates and Capital Projects**

Thank you for your interest in the role of Project Manager - Estates and Capital Projects at Gower College Swansea. I very much hope that the information we have provided gives you a good sense of the college, the role and what we are looking for.

Gower College Swansea is a large, further education college with over 4,500 full-time and 8,000 part-time learners, including 3,000 apprentices, from across Swansea and neighbouring counties studying each year. Today, the college operates from seven locations across Swansea, including campuses at Tycoch and Gorseinon and is one of the largest employers in the region with over 1,000 staff with an annual turnover of just under £60m.

The college works within a very mixed economy of providers of post-16 education and training. Of the 14 secondary schools in Swansea, seven have sixth forms and whilst there is a competitive environment for post-16 learners, no fewer than 60% of Year 11 pupils will progress to us.

Within Swansea, there are two universities with whom the college works closely – Swansea University and the University of Wales Trinity Saint David and also two neighbouring further education colleges, both of whom have campuses based within Swansea.





The delivery of our vision, mission and strategic plan is underpinned by a strong, positive culture and our core values:

- Resilience
- Innovation
- Respect
- Integrity
- Collaboration

We are seeking an experienced project manager to manage the delivery of education and commercial projects from inception through to completion across our campuses. The successful candidate will have the ability to oversee significant refurbishment or new build projects, ensuring these are completed on time, within budget and to the highest standard.

We have appointed FE Associates to support us with this important appointment. Interested parties are encouraged to contact our recruitment partner, [Claire.Gehlig@fea.co.uk](mailto:Claire.Gehlig@fea.co.uk), prior to making an application and before the closing date.

If you feel your skills, professional experiences and values are aligned to ours, we look forward to receiving your application.

**Kelly Fountain**  
**Principal**



# Job Description



<b>Job title:</b>	Project Manager - Estates and Capital Projects (fixed term for 2 years)
<b>Accountable to:</b>	Director of Estates
<b>Salary:</b>	Competitive + relocation package

## Job Purpose

As a result of our plans for a range of capital projects across our campuses, we currently have an opportunity for a Project Manager that has managed the delivery of education and/or commercial projects (ideally inception through to completion).

The role will be semi-autonomous owning a range of capital project(s) for the College, with a great emphasis on understanding the College's needs and objectives with a systematic approach to the delivery of service, commitment to customer care, while delivering excellent standards of service.

These projects include construction of a £20.6m teaching and student facilities building on a campus that houses the largest A Level provision in Wales. There are at least four other capital projects contemplated over the next five years including significant roof works (including RAAC removal and PV installation) enhanced sports facilities, a Centre of Excellence for Constructions and Engineering, a city centre development to anchor the College at the heart of the city, planning, feasibility studies and implementation to meet with the Colleges net zero carbon aspirations. Each of these are in the multimillion price range.

Through our desire to deliver high quality building stock the postholder will undertake the full project management for specific project(s).

# Key Accountabilities and Duties

## Project Management

- Deliver project management services as per APM best practice.
- Agree, develop and own the brief(s) in conjunction with senior stakeholders.
- Procure consultants as necessary and manage accordingly.
- Plan the project(s) in terms of roles and responsibilities and identify any shortage of resources.
- Contract negotiation, implementation and subsequent contract management.
- Management reporting practices, capturing time cost and quality.
- Participate in College change in relation to the capital project(s).
- Coordinate, manage and communicate with the college, consultants and other stakeholders to meet all requirements of the project(s) including the securing of planning approval.
- Prepare programmes and undertake programme management.
- Undertake change management, coordinate the design process, oversee internal logistics and manage the control of the project both pre and post-contract including financial expenditure throughout all RIBA (or equivalent) stages.
- Coordinate and manage the development of the procurement strategy and procurement activities.
- Providing guidance and technical advice to different stakeholders, including effectively chairing meetings.
- Clear understanding of and competence in project commercial accountability.
- Ensuring that all projects meet with funding requirements and preparation of associated business cases reporting needs.
- Undertake and participate in risk, value and opportunities management.





## Project Management cont'd

- An ability to identify aspects of risk to report such risk to management and to manage and mitigate such risks.
- Own, manage and resolve project issues within the college.
- Liaise with all of the project team, including architects, fire engineers, M&E, structural engineers, contractors, principal designers, cost managers (QS), etc., to agree scheme brief/costs/programme.
- Productive supervision of design team including adequate planning, monitoring and control.
- Communicate and chair meetings with the college, consultants, stakeholders and contractors as necessary.
- Communicate with college governors including attendance at relevant meetings.
- Set up effective communication procedures between all participants who will have an input into proposed project(s).
- Prepare and issue reports (e.g., strategy reports, risk and other registers, progress reports etc)
- Ensure the project(s) meet statutory approvals and take actions as necessary to ensure the project(s) meet those statutory requirements.
- Be responsible for document control to ensure all relevant electronic information is available to the college and for audit, in accordance with GCS PM Framework.
- Coordinate and manage the wider project(s) requirements during all stages of the project delivery lifecycle from option studies through to student arrival and feedback, including furniture installs and temporary facilities all associated with the projects.
- Manage the efficient delivery of project team outputs, in accordance with agreed timescales and quality standards.
- Support the co-ordination and sign-off of all management information produced by the project team prior to the issue.



## Project Management cont'd

- Work with the college Health and Safety Manager and Estates Team to address relevant issues including relevant implementation aligned to project needs.
- Ensuring handover best practices are implemented including, QA, warranties, O&Ms, awareness and familiarisation.
- Liaise with the college solicitors and insurers where appropriate.

## Other Tasks

- Comply with all College Policies and Procedures, keeping abreast of any changes and updating practice and/or systems to ensure continued compliance.
- Ensure that all aspects of the College Financial Regulations are followed.
- Contribute to and represent the overall vision and values of the College.
- Ensure that all services are delivered in compliance with the Welsh Language Standards.
- To flexibly respond to the needs of the business and to provide an effective service to our learners and other stakeholders.





## Personal Development

In partnership with the College, take responsibility for personal development, including:

- Participating in an annual staff review and identifying development needs.
- Updating of professional, teaching and training skills and qualifications, through attending staff development opportunities, joining professional bodies and keeping informed of educational and professional initiatives.

## Health & Safety

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff are required to co-operate with management to enable the College to meet its own legal duties and to report any hazardous situations or defective equipment.

## General

This description is not intended to establish a total definition of the job, but an outline of the responsibilities you are expected to undertake. From time to time you may be required to undertake any other duties commensurate with your level of responsibility.

This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will, therefore, be expected to participate in any discussions relating to Job Description change.





# Person Specification

## Qualifications

### Essential

- A BSc in Project Management or similar or equivalent by experience.

### Desirable

- Professional Qualification – ideally Engineering/Construction/Quantity Surveying.
- Member of the RICS or comparable professional qualification with a minimum of 5 year's post-graduate experience within the Built Environment both on and off site.

## Knowledge and Experience

### Essential

- 5-7+ years' experience in building construction projects with experience delivering Project Management services for new build projects.
- Knowledge of project management approaches; e.g. PRINCE2 AGILE RIBA stages.
- Understanding of sustainable development needs including embodied carbon and operational energy associated with the MEP services design, aligned to RIBA and BSRIA design frameworks.
- Understanding of legal (construction) needs and processes, working experience of NEC and JCT contracts.
- Experience of working in a pressured environment and effectively managing competing demands in short timescales.
- Experience of working as part of a team delivering complex tasks.
- Undertake CPD.



## Knowledge and Experience cont'd

### Desirable

- Specific industry and project experience.
- Experience of working within the public sector.
- Understanding of Facilities management and CDM regulations.
- Cost Management experience.

### Skills and Abilities

#### Essential

- Excellent written and verbal communication skills.
- Excellent organisational skills to be able to organise and prioritise your workload.
- Good IT skills including Word, Excel, PowerPoint and Microsoft Projects.
- Excellent interpersonal skills.
- A flexible approach and the ability to work effectively with others.
- Ability to engage with project stakeholders and ability to appropriately and constructively deal with issues.

#### Desirable

- Writing and presentation skills.
- Ability to review and analyse critical path in scheduling using appropriate PM software.
- Public Speaking.





## Personal Attributes

### Essential

- An ability to communicate clearly and confidently with a wide range of people.
- Takes pride in ones work.
- Commitment to quality.
- Must be able to work under pressure and keep to deadlines.
- Attention to detail with an ability to work autonomously.

### Desirable

- Due diligence in work tasks and team tasks.

## Special Requirements

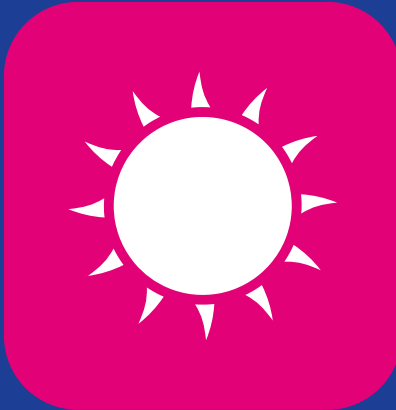
### Essential

- Access to use of a car for business purposes or access to equivalent mobility.

### Desirable

- Welsh Language Skills –Level 2 (See detailed Language Level Descriptors available on FEA website).





### **Holidays**

We provide a generous holiday entitlement for both lecturers and business support staff with rewards for longevity.



### **Remuneration**

We provide salaries that are competitive nationally and have committed to the aspirational living wage.



### **Pensions**

We enrol all our staff onto relevant pension schemes and pay significant contributions towards them.



### **Wellbeing**

The college takes the wellbeing of its staff extremely seriously and is proud to have achieved the Bronze, Silver and Gold Corporate Health Awards.



# Key Dates and the Recruitment Process

Closing date:  
**9am on Thursday 20 March 2025**

Interview date:  
**Week Commencing Monday 31 March 2025**

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

## Initial discussion and recorded first-stage teams interviews

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Claire.Gehlig@fea.co.uk](mailto:Claire.Gehlig@fea.co.uk), to discuss the role before the closing date.

*Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.*



## Shortlisting and invitation to interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

## Safer recruitment and due diligence checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

## Enhanced DBS Check

Gower College Swansea is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. Appointments are subject to an enhanced DBS check and will require senior leader registration with the Education Workforce Council for Wales.





# Submitting Your Application

Having obtained the full information from <https://www.fea.co.uk/job/gcs-pm/>, discussed the role with Claire Gehlig and scheduled your first-stage interview via Teams, email your application to [recruitment@fea.co.uk](mailto:recruitment@fea.co.uk) in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. NB: CVs will not be accepted in place of, or in addition to, the application form.

## Email checklist

**Please download the latest version of the application and ED forms found on the job page for this role** and not older, out-of-date versions. These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

**1. An application form with all sections completed including:**

- An explanation of any gaps in employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included in **section 9** and not as a separate document. In this section, explain how you believe your knowledge, skills and experience match the person specification criteria.
- 2 referees - include full postal and email addresses and contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- Ensure you enter your name/e-signature and date in **section 11**.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – gcs-pm - Application.

**2. The equality and diversity monitoring form**

- Please click ***inside*** each check box that applies to you.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – gcs-pm - ED.