

## Junior Capital Projects Manager

<b>Department:</b>	Capital – Estates and Facilities
<b>Grade/ Salary:</b>	Grade 4/5, £30,133- £37,665 (pro-rata)
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	35 per week (Full Time)
<b>Location:</b>	New Cross, London

### Goldsmiths

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Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for disabled applicants. Please contact [hr-recruitment@gold.ac.uk](mailto:hr-recruitment@gold.ac.uk) to make your request.



## Department of Estates and Facilities – Capital Planning

The Estates and Facilities department at Goldsmiths University of London is responsible for the management and development of the university's physical estate, ensuring that the campus environment meets the needs of students, staff, and visitors. Our team oversees everything from routine maintenance and operations to large-scale capital projects, including new constructions, refurbishments, and infrastructure improvements. We are committed to sustainability, innovation, and the continuous enhancement of our campus to support the university's academic and strategic goals.

For more information about the Estates and Facilities department, please visit <https://goldsmithscollege.sharepoint.com/sites/intranet-estates-facilities/>

### Job description

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Reporting to: Capital Projects Manager

#### Summary:

The Junior Capital Projects Manager will assist the Capital Projects Manager in the delivery and oversight of the university's capital expenditure (CAPEX) programme. The role involves supporting project planning, execution, and closing while ensuring projects meet scope, time, and budget requirements. This position is ideal for a motivated individual seeking to grow their career in construction project management within a dynamic academic environment.

#### Main duties:

- **Project Support:** Assist in the management of capital projects, including new constructions, refurbishments, and infrastructure upgrades.
- **Minor Works Management:** Manage minor works projects, including mechanical, electrical, and plumbing (MEP) systems, as well as building fabric improvements, in collaboration with on-site maintenance teams.
- **Contractor Appointment:** Appoint and manage specialist contractors for minor works in line with Goldsmiths' procurement thresholds and standards.
- **Documentation:** Prepare and maintain project documentation, including proposals, reports, schedules, and budgets.
- **Coordination:** Collaborate with various departments and stakeholders to ensure project alignment and effective communication.

- Procurement Support: Help prepare tender documents, participate in procurement processes, and support negotiations with contractors and suppliers.
- Risk Management: Assist in identifying potential project risks and developing mitigation strategies.
- Compliance: Ensure projects comply with relevant legislation, university policies, and environmental sustainability goals.
- Monitoring: Track project progress, update project plans, and assist in preparing status reports for senior management.
- Continuous Improvement: Contribute to the enhancement of project management processes and tools.
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

## **Person Specification**

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Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. Selection will be made upon evidence of best fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application, you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

**A = Application form**      **C = Certificate**  
**I = Interview**              **R = Reference**  
**T = Test**                      **P = Presentation**

	Category
<b>Essential Criteria 1 - Qualifications</b>	
Basic understanding of project management methodologies and practices (PRINCE 2, APMQ, Change Management, Construction Management)	A,I
<b>Desirable Criteria 1 - Qualifications</b>	
N/A	
<b>Essential Criteria 2 - Experience</b>	
N/A	
<b>Desirable Criteria 2 - Experience</b>	
Experience in project management	A,I
<b>Essential Criteria 3 – Knowledge</b>	
N/A	
<b>Desirable Criteria 3 - Knowledge</b>	
Knowledge of relevant legislation and regulations in construction or higher education sectors	A,I
Familiarity with project management software (MS Project)	A,I
<b>Essential Criteria 4 - Skills</b>	
Time management: ability to manage multiple tasks and meet deadlines	A,I
<b>Desirable Criteria 4 – Skills</b>	
Analytical: Capable of interpreting data and trends to inform project decisions	A,I
Communication: Strong written and verbal communication skills	A,I

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on or before the first day of appointment.**

**October 24**

## Summary of Benefits

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If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support, and information service on a range of personal, family, or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)
- Membership of Staff Diversity Networks: (Dis)Ability, Goldsmiths Race Equality Group, LGBTQ+, Menopause, Parents and Carers, Women at Goldsmiths. (Staff are also encouraged to join networks as Allies should they wish to do so rather than as members)

## Further information

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For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about)

**Thank you for your interest in working with us, we wish you all the best with your application.**