



**Sainsbury Wellcome Centre**

# Job Description

## Project Manager

**Department:** Sainsbury Wellcome Centre

**Grade:** 8

**Salary:** £51,474 to £60,521 per annum inclusive of London Allowance

**Hours:** 36.5 hours per week

**Reports to:** Head of Building Facilities and Compliance

**Available until:** Fixed Term for 1 year in the first instance.



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### Context

The Sainsbury Wellcome Centre (SWC) building forms part of the UCL estate, managed by its own dedicated local team. It is the outcome of £100M in capital investment and has been designed and built to a very high specification. It has a gross internal floor area of circa 14,000 sqm with five habitable floors above ground level and two below. It occupies a large site on Howland Street with a side delivery / logistics bay with electrically operated access gates and vehicle turntable.

The building has extensive plant rooms housing its mechanical and electrical systems – including a combined heating and power system; steam generating boilers for humidity control and sterilisation; LTHW for heating / temperature management; air handling; water softening; and fire suppression. Installed building systems are advanced and complex with the majority of these managed through a sophisticated building management system (BMS). The BMS is a crucial system for SWC as it controls the environmental conditions needed for the integrity of research involving experimental animals, which must be maintained under stable and specified environmental conditions (air handling, temperature, humidity, etc.) as required for the establishment Home Office Licence.

It also has open-plan and modular office / desk spaces, kitchen and interaction areas, its own lecture theatre and seminar rooms, roof gardens, a brasserie and a small public park.

The building has been the recipient of a number of design awards including a prestigious BCI Major Building of the Year Award and two Leading European Architecture Forum awards in 2016, 2017 RICS Awards (London) for Project of the Year and Design Through Innovation and a German Design Award for Excellent Communications Design (Architecture) in 2018.

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### Main purpose of the job

The role holder will be responsible for the day to day management of SWC's construction of an 800m<sup>2</sup> extension to our 14000 m<sup>2</sup> existing – project value circa £20M and typical medium small works in the £5,000 to £250,000 range.

The role holder will engage with the SWC 5th Quad Senior Project Manager, the principle design team and principle contractor to ensure a robust management process is in place for the project, in line with governance processes.



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## Duties and responsibilities

- To provide a high-quality project management of building projects and project packages across new build, adaptation, refurbishment and lab reconfiguration projects.
- Provide support and input at design meetings for the MEPH and fabric specialisms in relation to the 5<sup>th</sup> Quad extension.
- Provide input at project progress meetings for the MEPH and fabric specialisms for the 5th Quad extension.
- Agree change management process is in place for the project/s, in line with governance processes and actively managed.
- Working with the Head of Building Facilities and Compliance, Engineering Infrastructure Manager & Facilities and Safety & Facilities Manager to agree scope for UCL Notifiable Projects, SWC Alteration Requests and small extra works. Agree final scope of project with Lead Requestor before project delivery.
- Manage delivery of projects, that interface with Building Services and Systems, including equipment upgrades identified in Strategic Planning and CAPEX plans.
- Ensure adequate records are maintained and for the building safety files to be updates on completed projects.
- Encourage project practices to drive the environmental efficiency of the building as a whole and championing energy management at the SWC, and on ethical and environmental issues and compliance with relevant legislation.
- Ensure health and safety measures are in place prior to and during building, fit-out and improvement works, and ensure all necessary procedures are in place to safeguard contractors working on-site.
- Review specific Permit to Work requirements for each project. Working closely with the SWC Facilities and Safety Manager & Engineering Infrastructure Manager to maintain essential building services and safety compliance.
- Provide close supervision of specialist contractors at mobilisation and delivery stages for alteration requests and extra works. including system isolations, alarms, welfare needs and incident management reporting.
- Working with SWC Heads of Department senior staff to ensure that services meet UCL governance and compliance criteria, before handover for beneficial use by the project requestor.
- Communicating all necessary information in relation to use and functionality of the newly installed systems; induction and training of other users as necessary.
- Ensure project scope meets UCL & SWC Governance and Compliance criteria before handover for beneficial use by the requestor. Review O&M details before handover with the SWC Project Sponsor or Lead Requestor.
- Flag non- compliance with the Head of Building Facilities, Engineering Infrastructure Manager & Facilities and Safety Manager.
- Provide a rapid response to support M&E project related emergencies such as floods and power failure; be available for some specific out of hours works where works are not possible within normal working hours.
- Support the overall service delivery of the Building Facilities and Compliance team and deputise for Facilities and Safety Manager & Engineering Infrastructure Manager, where appropriate.

- Work collaboratively with the wider operations team and maintain effective communication through regular meetings and updates to ensure effective cross-resolution of issues.

## **General**

- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- Actively follow and promote all UCL policies including those on Equality, Diversity and Inclusion.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- There may, on occasion, be a requirement to work extended hours.
- Follow and actively promote the [UCL Ways of Working](#).
- This job description may be reviewed and be subject to amendment in consultation with the post holder.
- All staff are expected to act professionally, co-operatively and flexibly in line with the post.
- UCL's Sustainability policies and objectives, attend management meetings and undertake such training and development as may be required for the post
- The above description is not exhaustive, and the post-holder will be required to undertake any other duties as may reasonably be requested within the scope, spirit, and purpose of the post.

# Person Specification

Applicants should copy and paste the following essential criteria (which are assessed on the application form) into the “Statement in support of your application” and describe underneath each criterion how they meet it, giving examples.

Essential Criteria	Assessment method (Application/ Interview/ Test)
<b>Qualifications, experience and knowledge</b>	
City and Guilds engineering qualification or higher or equivalent knowledge gained through practical experience and on the job training.	Application/Interview
Significant knowledge and understanding of building systems and their management including BMS software, access control and CCTV.	Application/Interview
Significant knowledge and understanding of mechanical, electrical and HVAC plant and engineering.	Application/Interview
Knowledge of legal compliance issues related to the installation and operation Mechanical Electrical and Life Safety Systems.	Application/Interview
Hands-on commercial building services knowledge and experience with fabric and general facilities.	Application/Interview
Good understanding of IT infrastructure, server/client systems, networks, and the way in which building and security systems utilise these.	Application/Interview
Previous experience of working in a supervisory role in electrical or systems engineering.	Application/Interview
<b>Skills and abilities</b>	
Good surveying and report writing skills and the ability to assess, draw conclusions and commit these to writing.	Application/Interview
Intermediate level competency with Microsoft Office suite, with an aptitude for learning new computer-based systems and software.	Application/Interview
Ability to operate in a complex environment, with the political skills and acumen to develop productive relationships with a wide range of stakeholders and command trust and confidence.	Application/Interview
The ability to use your initiative and judgement to make decisions and solve problems.	Application/Interview
The ability to handle competing priorities and a challenging workload in a pressurised environment.	Application/Interview

UCL <a href="#">Ways of Working</a>	
Personal Excellence: Delivering on commitments to tasks and people.	Application/Interview
Working Together: Sharing relevant knowledge and experience.	Application/Interview
Achieving our Mission: Managing multiple projects, leading regular reviews and making changes when necessary.	Application/Interview

# Apply

## To apply for this position visit:

[ucl.ac.uk/work-at-ucl/search-ucl-jobs](https://ucl.ac.uk/work-at-ucl/search-ucl-jobs)

Please complete the online application form and use the supporting statement section to outline your interest in joining SWC and how you meet the essential and desirable criteria for the role. .

If you have any queries regarding the application process, please email: [swc.hr@ucl.ac.uk](mailto:swc.hr@ucl.ac.uk)

For informal enquiries about the role please contact: Doug Ward, Head of Building Facilities and Compliance: [d.s.ward@ucl.ac.uk](mailto:d.s.ward@ucl.ac.uk)

All candidates will be notified of the outcome of their application.

### Probation

Appointments are subject to receipt of satisfactory references and a probationary period of 9 months.

### Working arrangements

Onsite: The nature of this role requires an on-site presence.

### Annual leave

Annual leave is 27 working days for a full-time member of staff + 6 UCL closure days in addition to 8 Bank Holidays.

### Pension

Post-holders will be eligible to join the Universities Superannuation Scheme (USS), subject to the Scheme's rules and eligibility conditions.

### Other benefits

UCL is a dynamic, global university based in one of the most exciting capital cities in the world. Not only does working at UCL offer the opportunity to work with some of the greatest intellects in the world, it also offers competitive terms, conditions and benefits to its staff.

As part of the UCL community you can access free lunch hour lectures, exhibitions and museums and collections. On campus UCL has the Bloomsbury theatre hosting a range of performances and a series of bars, cafes, and other facilities, which UCL staff can use.

In addition to 41 days annual leave (inclusive of public holidays and closure days) and generous pension schemes, UCL provides a number of other staff benefits, including excellent family-friendly policies such as occupational shared parental pay,

a work-life balance policy, career break policy and a range of financial benefits such as a season ticket loan scheme and staff discounts.

Further information can be found online:

✓ <https://www.ucl.ac.uk/human-resources/pay-benefits/staff-benefits>

UCL benefits and policies apply equally, whatever the sexual orientation and/or gender identity of employees. Benefits and policies relating to employees partners, includes both different sex and same sex partners.

# About Sainsbury Wellcome Centre

The [Sainsbury Wellcome Centre](#) (SWC) brings together world-leading scientists to investigate how brain circuits process information to generate perception, form memories and guide behaviour. Developed through the vision and partnership of the Gatsby Charitable Foundation and Wellcome, and with substantial investment from these partners, the mission of the SWC is to generate experimentally testable theories of brain function.

The Centre comprises 12 highly interdisciplinary experimental research groups accommodated in a new, purpose-designed building, offering an outstanding and unparalleled research environment. SWC scientists use a broad spectrum of the latest advances in molecular and cellular biology, imaging, electrophysiology and behavioural techniques and enjoy state-of-the-art research laboratories, cutting-edge scientific equipment, technologically-advanced prototyping and fabrication laboratories and custom in-house high-performance computing facilities.

SWC is part of the [UCL School of Life and Medical Sciences](#) (SLMS). SLMS brings together four UCL Faculties to create one of the largest and most prestigious aggregations of academics in biomedical, life and population health sciences worldwide. The School has a global reputation for teaching, informed by cutting-edge research. SWC is most closely linked with the Faculties of Brain Science and Life Sciences, and is aligned administratively with Life Sciences. The Faculty of Life Sciences leadership team works closely with the SWC leadership to support and enable their mission and facilitate research excellence.

Further details about UCL can be found at [www.ucl.ac.uk](http://www.ucl.ac.uk).

## Professional Services at the Sainsbury Wellcome Centre

SWC has a specialist and experienced professional services team. It is structured to efficiently support research activity and deliver effective management and operational leadership of the SWC. SWC prides itself on offering a high quality administrative, technical and operational support function, and fully supports the professional development and

progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. The SWC is supported in this aim by [UCL's Organisational Development team](#) who run a wide range of training programmes for all staff types and grades.

## Work Environment

SWC offers staff an award-winning work environment in the heart of Fitzrovia with an on-site brasserie, access to lockers and changing facilities, secure bicycle storage, and access to pleasant outdoor spaces. The Centre also offers the full range of [UCL staff benefits](#), including a generous annual leave entitlement, occupational pension schemes, excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, and a range of financial benefits such as a season ticket loan scheme and staff discounts.

## Accreditations

The Sainsbury Wellcome Centre and Gatsby Computational Neuroscience Unit recently received an Athena Swan Bronze Award. [Find out more about our commitment to promoting gender equality.](#)

SWC recently received full accreditation from the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) International. [Find out more about our commitment to supporting a culture of care.](#)

