

# Helpdesk Report: Senior Project Manager

by

Incomes Data Research

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This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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## Contents

1. Introduction .....	4
2. Market salary data .....	4
2.1. Market data .....	4
2.1.1. NHS data .....	4
2.1.2. IDR data .....	5
2.1.3. Recruitment data .....	5
2.1.4. Other data .....	6
3. Job advertisements .....	7
3.1.1. Data .....	7
3.1.2. Job advertisements .....	7

## 1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role:

- Senior Project Manager

## 2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable ‘triangulation’ of the results, and thereby provide the widest possible assessment of the market for this role.

### 2.1. Market data

The following sections provide the aggregate market salary for full-time Senior Project Manager.

#### 2.1.1. NHS data

In this section we provide information on the salary range for the pay band(s) likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff, is the largest employer in the UK and as such plays a key role in influencing the market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Senior Project Managers in the NHS are typically employed on pay Band 8a or 8b and the current salary range is between £47,126 and £53,219 (Band 8a) and £54,764 and £62,862 (Band 8b) a year. Roles based in London and high-cost areas in the South East/South qualify for the following supplements:

- Inner London – 20% of basic salary, subject to a minimum payment of £4,608 and a maximum payment of £7,097;

- Outer London – 15% of basic salary, subject to a minimum payment of £3,898 and a maximum payment of £4,967;
- Fringe – 5% of basic salary, subject to a minimum payment of £1,066 and a maximum payment of £1,845.

### 2.1.2. IDR data

The following tables contain data from IDR Pay Benchmarker, our online database of salary information. This data has been collected by IDR directly from employers through surveys and bespoke data collection for the IDR Pay Benchmarker service.<sup>1</sup>

#### Project management job family, level 9, public sector

Job level	Salary count	Lower quartile	Median	Upper quartile	Average
Level 9	12	£63,318	£64,916	£73,000	£68,083

Source: IDR Pay Benchmarker.

#### Civil engineer, level 8, UQ adjustment

Job level	Salary count	Lower quartile	Median	Upper quartile	Average
Level 9	18	£58,366	£61,005	£67,188	£62,068

Source: IDR Pay Benchmarker.

### 2.1.3. Recruitment data

The data in this section is based on analysis of recruitment salaries for a similar role. It is a guide to starting pay for the role, and in some cases also provides a guide to the maximum that might be achieved.

#### Project Manager, Construction and Property (whole economy)

Location	Minimum	Maximum
South East	£40,000	£80,000

Source: Reed Salary Guide 2021

<sup>1</sup> Refers to the IDR Job Level. These typically cover the following types of roles: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior directors/chief executives.

#### 2.1.4. Other data

Role	Typical salary
Head of Projects	£40,000
Portfolio Manager	£67,500

Source: Salary and market trends survey 2021, Association for Project Management

### 3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

#### 3.1.1. Data

##### Job advertisements

Ref.	Organisation	Job title	Min	Max
ID399	University Hospitals of Leicester	Senior Estates Capital Project Manager	£47,753	£51,668
ID400	NHS Medway Trust	Capital Projects Program Manager	£54,764	£63,862

#### 3.1.2. Job advertisements

The following pages present the job advertisements for the above vacancies.


# Senior Client Construction Project Manager

[Add to favourites](#)



## (Senior Estates Capital Pr

**Job Reference: 358-3378766-COR-B**

University Hospitals of Leicester   
NHS Trust

*Caring at its best*

**Employer:** [University Hospitals of Leicester](#)

**Department:** Estates Capital Team

**Location:** Leicester Royal Infirmary / Glenfield Hospital, Leicester

**Salary:** £45,753 - £51,668 per annum

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*"We are actively promoting flexible working options, helping you to manage a work / life balance".*

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This is an exciting opportunity to join the Estates Capital Team at an outstanding healthcare provider, as we embark on an ambitious programme of acute healthcare transformation culminating in new state of the art facilities for residents of Leicester, Leicestershire, Rutland and the wider region within a budget of £450m.

We have several vacancies available at Leicester Royal Infirmary and Glenfield Hospital and are currently looking for excellent Project Managers; ideally from an architectural, surveying, construction, engineering or building background with a proven track record in the Estates field delivering:

- large construction and civil engineering projects;
- large mechanical and electrical infrastructure projects.

The successful applicant will be highly motivated with excellent communication skills, strong leadership and project management experience, who can lead a team of project support staff, clinical and reconfiguration colleagues, specialist advisors, design teams, construction partners, and support specific projects within the reconfiguration programme.

**With our clear vision to provide Caring at its Best, our strong values, ambitious quality improvement plans and multi million pound transformation agenda, there's never been a better time to join University Hospitals of Leicester NHS Trust.**

For further details / informal visits contact:

Elaine Neal

Capital Projects Compliance Manager

[elaine.neal@uhl-tr.nhs.uk](mailto:elaine.neal@uhl-tr.nhs.uk)

0116 258 6348



## Estates & Facilities

**JOB TITLE:** Senior Estates Capital Project Manager

**BAND:** Agenda for Change 8A (aligned to National Profiles Estates and Maintenance Band 8a-b Estates Manager, Higher Level (Projects))

**BASE:** Your primary base will be Leicester Royal Infirmary / Glenfield Hospital, however travel between UHL's hospital sites will be required






**HOURS:** 37.5 hours per week

**REPORTS TO:** Deputy Head of Capital / Capital Projects Site Programme Manager

**ACCOUNTABLE TO:** Deputy Head of Capital / Deputy Director of Estates & Facilities

### ABOUT UHL, OUR VALUES AND BEHAVIOURS

Every day at University Hospitals of Leicester we save lives, improve lives and usher in new life. Our Trust Values determine our behaviour and our culture. We are a passionate and creative team and at our best when we work together. Our Values are:

1. We <b>treat</b> people how we would like to be treated	
2. We <b>do</b> what we say we are going to do	
3. We <b>focus</b> on what matters most	
4. We are <b>one team</b> and we are best when we work together	
5. We are <b>passionate</b> and <b>creative</b> in our work	

As one of the very largest NHS Trusts in the country, our contribution to our communities goes way beyond direct health; we are the largest employer in our region, we educate and train the staff of the future, we push research boundaries and with our £1bn turnover we are an economic engine for the wider East Midlands and beyond.

This is particularly exciting time for Leicester's Hospitals. We have been given £450m by the Government to provide a host of new facilities and reconfigure services between our three main sites. Flagship projects include a new Children's Hospital, a new Maternity Hospital, a new Treatment Centre and two new Intensive Care Units. Equally importantly, we are going "paperless", with a £12m investment in our NerveCentre computer system to help our team deliver world class care.

We want to continue to improve everything that we do, so that we can achieve our Vision: Caring at its best for every patient, every time. Our Quality Strategy, "**Becoming the Best**", describes how we are doing that in a determined, targeted and systematic way, with our staff the champions of change and our patients not just beneficiaries but partners.

"**Becoming the Best**" is based on best practice from "outstanding" organisations within the NHS and abroad. It has six key elements:

- We **understand** what is happening in our services, so that we know what needs to be improved
- We have clear **priorities and plans** for improvement, so that we are clear about what we are trying to do
- We are developing our **culture and leadership**, so that everyone is empowered and encouraged to make improvements
- We have adopted a single approach to improvement (our quality improvement **methodology**), and are giving people at all levels the **skills** to use it
- We always involve our **patients** when we are making improvements that impact on them and their care
- We are integrating this work with the wider **health and social care system**, of which we are a part.

These elements are shown in the diagram below (the blue cog), together with the specific priorities that we are working on at the moment (the pick and green cogs).



## JOB DESCRIPTION

### JOB SUMMARY

This post will form an essential component of the capital project team who will deliver UHL's reconfiguration strategy; which in the long-term secures the clinical and financial sustainability of the Trust.

UHL's reconfiguration strategy is a programme worth >£450m consisting of New Build and Refurbishment projects ranging values up to £180m.

The Senior Capital Project Manager will be highly experienced professional and will form part of a team of managers leading a complex multi-million pound programme of projects within the UHL reconfiguration programme as well at the year on year Trust capital programme, with support from a team of in-house or directly appointed Project Managers and externally appointed specialist advisors.

As a leader in the Capital Projects Team, the post holder will be asked to share directorate-wide responsibilities and contribute to overall team management and lead work streams relating to other aspects of the Capital Programme. They may be asked to move between or support additional projects, as well as supporting projects outside their portfolio or from other corporate areas.

### SCOPE

### Budget

This role will be responsible for the financial management of a programme of projects up to £180m, within a reconfiguration programme worth >£450m. This will involve identification and negotiation of required resources to undertake the project and managing the capital expenditure within defined limits. It will include:

- Ensuring the outputs and benefits defined within the project scope and the Business Case are delivered on time, within allocated budget and to the required standard of quality,
- Managing workstream leads to ensure compliance with defined budgets and governance/reporting arrangements,
- Ensuring that risk management and change control procedures are implemented and are actively used to assess the effect of any change to the project in terms of cost, timescales and resources. Escalate where the budget is compromised;
- Being able to undertake detailed financial data analysis for capital expenditure and provide clear reporting to relevant project boards

## **Staff**

The Senior Capital Project Manager will be accountable for the delivery of all capital outputs across their designated projects. This will involve managing the inputs and outputs across a diverse team of internal colleagues, including line managing direct reports ensuring that all aspects of performance, attendance, training and appraisals are addressed in accordance with Trust Policy

The post holder will be responsible for a number of internal teams and the management of embedded external specialist advisors.

## **Policy**

The Senior Capital Project Manager will be responsible for ensuring that all Trust policies and procedures are adhered to and implemented in relation to the relevant projects and also support the development of relevant policies and guidelines as and when required for the Capital Projects team.

The post holder will have responsibility to implement technical policies as applicable including Health Technical Memoranda, Health Building Notes, industry-wide engineering and construction guidance and relevant legislation and regulation.

## **Communications and Systems**

The Senior Capital Project Manager will be required to ensure an effective communications strategy within the project(s) and will possess the ability to communicate highly complex information in different methods at all levels within and outside of the Trust. This will include:

- Sensitive handling of delicate and contentious information and proposals,

- Implementing a functional communication structure within delegated projects to fit the wider programme governance structures,

## **KEY WORKING RELATIONSHIPS**

The Senior Capital Project Manager will be expected to develop excellent working relationships with:

- Colleagues across the Estates & Facilities directorate, Reconfiguration and within the Capital Projects team,
- Cross-directorate leads, such as Finance, Procurement, IM&T, Clinical Management Groups, Infection Prevention and Health & Safety,
- Trust senior directors/Project Senior Reporting Officers and Project Board Members
- External validation bodies, such as Gateway/Healthcheck Reviewers, NHS England/NHS Improvement, DOH,
- Construction Contractors at various levels from local SME's to Tier 1 contractors,
- Professional Advisors such as Architects, Mechanical and Electrical Designers, Cost Managers and Authorising Engineers,
- Third Party groups such as local Planning Officers and Building Control,
- Patient Groups such as healthwatch and PPI leads,

## **KEY RESULT AREAS**

### **Project Management**

1. Developing Highly complex sections of the Business Cases from submission to NHSIE.
2. Develop options appraisals from highly complex facts and information
3. Produce formal reports / papers on a regular basis to communicate complex information to other senior member of the trust and external NHSEI departments.
4. Ensure the project scope is clearly defined and agreed, ensure the project is managed within the agreed scope and that unavoidable scope creep is escalated,
5. Effectively lead multi-discipline teams to deliver best-fit solutions and manage conflicting requirements to negotiate successful outcomes,
6. Work with the wider project team to deliver the project scope within agreed time, cost and quality parameters, continually monitor and ensure robust and accurate reporting against these,
7. Ensure that expectations are managed through design and construction,
8. Setting-up and running communication and reporting structures within projects, administering a range of common construction contracts, monitoring health and safety cross-site and ensuring that all correct procedures are followed,
9. Communicate to Project Boards and Working Groups through highlight reports, board papers and verbal updates as required;
10. Continually identify, report, mitigate and monitor risks throughout the lifecycle of the project,

11. Identify resources required to deliver the project, agree how they will be resourced and effectively manage to deliver required outputs;
12. Manage work stream links and interdependencies, ensuring that no work is either overlooked or duplicated; ensuring work stream related risks (particularly those associated with interdependencies between projects) are managed to a successful outcome.
13. Managing the handover process and gaining acceptance from internal stakeholders on behalf of the Trust, ongoing aftercare and defects management.
14. Work with other members of the capital projects team to identify impacts and interdependencies within the programme and wider Trust operations,
15. Managing multi million pound budgets throughout the life of the projects and ensuring adherence to applicable governance and reporting arrangements,
16. Ensuring that quality is controlled to a high standard throughout construction and that all facilities are technically commissioned in accordance with applicable legislation and guidance;

### **Technical**

1. To possess and maintain a good working knowledge of technical guidance and best-practice,
2. Keep up to date with latest research and development within the relevant industry sectors.
3. To oversee technical commissioning of the project, ensuring that adequate time is allowed, that results are robust, satisfactory and stand-up to scrutiny,
4. To ensure that all necessary independent advisors are consulted and that validations are successfully completed.
5. In depth understanding of common forms of construction Contracts ( Eg JCT, NEC)
6. Experience of delivering a SMART building project would be advantageous with experience of modern methods of construction
7. Experience of sustainable buildings principles to include Zero Carbon, BREEAM,
8. Use AutoCAD or similar complex technical IT systems to prepare and support the functions of capital projects.
9. Ability to read and interpret complex and technical information from these drawings.
10. Knowledge of modern design methods and systems such as BIM, Revit, AutoCad
11. Good working knowledge of Microsoft systems, specifically to include Microsoft Project and Microsoft 365,
12. Good working knowledge of other document/project management systems egg: 4-Projects, BIW Conject, Project Vault, Sharepoint Online.
13. Ability to conduct Site surveys and audits of construction sites.

## **Relationship Management**

1. Communicate and negotiate effectively with key stakeholders including cross-directorate leads, external approvers and professional advisors to:
  - a. Achieve necessary approvals,
  - b. Manage expectations,
  - c. Report on progress, risks, issues, processes and procedures,
  - d. Responding to both positive and negative feedback, demonstrating consideration of comments.
2. Managing appointed project teams consisting of internal project management resource and external specialist advisors
3. Ensuring engagement of all stakeholders, including authorising engineers and operational estates colleagues,
4. Manage conflicting requirements in order to deliver a functional solution which meets the project objectives,

## **Leadership**

1. Manage and support all accountable members of the project team
2. Undertaking appraisals to include personal development, advice, mentoring and support to subordinate team members including day-to-day administration of staff, sickness and performance management, grievances and disciplinary issues,
3. To share knowledge, market knowledge and lessons learned with colleagues to help others achieve successful outcomes;
4. To demonstrate best-practice and corporate governance across the programme,
5. Raise the status and the profile of the project within the organisation and share details with colleagues.
6. Establishing project teams to ensure the right membership in delivering a breadth of project requirements,
7. As an expert in the field be able to provide judgment on situations or information when this information may differ from experts.
8. Ability to develop and formulate strategic plans and programmes, both medium and long-term (2 – 5 years) and adjust plans or strategies and resource requirements accordingly across multi-stranded highly complex capital programme. Communicate effectively the impact of these on the organisation.
9. Allocating tasks and monitoring delivery against agreed plans,
10. Reporting on performance and compliance
11. Managing the links and dependencies within and between workstreams, ensuring that risks and dependencies are managed to a successful outcome;
12. Managing key stakeholders within workstreams to produce outputs to time, budget and quality standards,
13. Managing external professionals and suppliers within workstreams to produce outputs to time, budget and quality standards,
14. Facilitate specialist training to project and workstream team on key aspects of project management as required;

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## Capital Projects Program Manager

Medway NHS Foundation Trust

The closing date is 17 November 2021

 [Apply for this job](#) (Link: /candidate/jobadvert/C9275-21-2167/ats-direct-apply)



## Job summary

Capital Projects Program Manager

Division: Estates and Facilities

Band: 8b

Salary: £54,764 - £63,862 per annum/pro rata

Interview date: Tuesday 30th November 2021

We are recruiting for an Capital Projects Program Manager who shares our ambition and vision to deliver the ***Best of Care by the Best People*** and has the drive to take us forward, by ensuring that the Trust continues to be the first choice for patients and our staff.

## Main duties of the job

The successful post holder will be expected to support the Head of Capital Projects deliver a variety of exciting projects across the Medway Hospital site.

The Capital Program Manager will ensure Capital schemes meet all compliance requirements, and are delivered on time, to budget, and to the signed off quality standard.

You will be well versed with Microsoft Project, will manage contractor payments professionally, and ensure robust documentation recording stakeholder decisions.

This post will be responsible for the design, detailed specification, procurement, planning, implementation, project management, and contract administration of all Capital and major revenue projects, in addition to any compliance and associated remedial works arising from in house and specialist audits.

Our values are **Bold, Every Person Counts, Sharing and Open and Together**. It is important that you understand and to refer to our values when completing your application and always reflect our values throughout your employment with the Trust.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.

To contribute to our exciting future and become part of our team, apply today.

## About us

Here at Medway, we pride ourselves on working together as one to ensure that our shared vision of Better, Best, Brilliant is achieved. Our culture and

values are what drives the Trust and is the heartbeat of who we are as an organisation.

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

The Trust is taking take positive action to ensure that we can recruit and retain people from under-represented groups to support the Trusts commitment to a diverse and inclusive workforce.

All staff at Medway comply the Trusts and the Kent and Medway Safeguarding Boards policies on safeguarding children, young people and vulnerable adults.

## **Job description**

### **Job responsibilities**

Deliver expert specialist and professional construction and Facilities Projects advice in relation to the projects undertaken and more generally throughout the Trust on behalf of the Head of Capital Projects

Support the Head of Capital Projects to develop, coordinate and implement Capital Policies and Procedures for the department.

Deliver expert advice on sustainable design issues to healthcare designers and planners.

Undertake audits on proposed designs, to ensure they meet the requirements of the

Deliver an in-depth and up to date knowledge of sustainable and health-care related design issues in

Ensure project documentation is up to date including but not limited to Gantt charts (using Microsoft Project) and timely payment GRNs (using the Trusts systems)

You will take responsibility for all aspects of Estates project including compliance, budget adherence, communications, and Stakeholder management

## **Person Specification**

### **Qualifications**

#### **Essential**

- Educated to MA Degree level or equivalent level of experience of working at a senior level in Building construction or Engineering services

- Evidence of post qualifying and continuing professional development.
- IOSH Healthcare (Risk & Safety Management) or NEBOSH general certificate (Construction).
- Management qualification.
- PRINCE 2 Practitioner or equivalent project management qualification
- Extensive knowledge of range of specialist areas, acquired through post graduate diploma or equivalent experience or training plus further specialist knowledge or experience to Degree level or equivalent

## **Knowledge**

### **Essential**

- Health service Capital investment and procurement procedures.
- Contracts for Building construction and Engineering schemes in order to ensure that all Capital and revenue schemes are carried out in accordance with industry and NHS requirements for robust contract control.
- Sound knowledge of building legislation
- In depth knowledge of NHS project management including procurement routes, and business case development

## **Experience**

### **Essential**

- Significant experience and knowledge of Estates operational management and project management in building construction
- In depth experience in design, specification and negotiation of construction projects, Capital project management and administration of construction contract matters.
- In depth knowledge of NHS project management including procurement routes, and business case development.
- Experience in facilitating formal tendering processes including checking of specifications prior to tender initiation.
- Local authority, planning and building control guidelines - in order to process accurate and timely planning applications and building control approval applications in support of relevant Capital schemes.

## **Values Based Question**

### **Essential**

- How would you ensure you represent MFT in a positive way?

## **Disclosure and Barring Service Check**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.