

Project Manager

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Company: Tetra Tech

Location: United Kingdom

Category: business-and-financial-operations

Project Manager role for the DfE's Free School construction & RAAC programme providing a point of liaison between the End Users/ Schools, the delivery team and the wider DfE team. The Project Manager will be required to keep the DfE's forecasts up to date for cost, programme and risk as well as records of received and generated information.

Project Manager's will be responsible for managing a Technical Advisor who will manage the feasibility, procurement and construction on behalf of the DfE, as well as provision of temporary accommodation if needed. The role is to ensure the Technical Advisor follows DfE process and provide additional oversight of Construction. The Technical Advisor will be led by a Principal or Executive level consultant so the Project Manager will have sufficient experience in order to manage them.

Generally duties will include:

- Supporting the Project Director
- Liaison between DfE, their clients and project team.
- Report progress on DfE Construct system and
- Maintain accurate forecasts for project budget, risk, programme and scope changes.
- Maintain records including statutory approvals and contract certifications.
- Prepare Funding Approval Letters or Purchase Order Request Form for review and approval by DfE.

Specific duties for the four stages, Initial Scoping, Pre-Procurement, Procurement and Temporary Accommodation are:

Initial scoping (including site acquisition if required)

- Site specification, identification & acquisition through DfE property team.
- Initial programme & budget.

Pre-procurement

- Brief DfE project team on the terms of the site acquired for the school project, such as planning, long stop dates, financial commitments, licences to carry out works, etc.
- Ensure that the DfE project team understand the scope, procurement route and budget for the project and where appropriate seeking approval and capturing derogations from the standard school specification.
- Liaison with ICT, Technical, Cost and Planning Advisers and Legal Counsel (Construction) Manager to agree any changes to the property team's assumptions before seeking internal project approval.
- Provide and update a Project Management Plan to BS 6079 setting out key activities to deliver the school to inform a recommendation for the school opening date.
- Manage DfE processes and complete any paperwork required for approvals – for example, if the project requires a change in scope, procurement or budget etc.
- Manage the Technical Adviser to complete an affordable feasibility study including reviewing draft documents and providing commentary to the Technical Adviser and DfE team.
- If applicable, ensure the Technical Adviser has secured all statutory approvals (e.g. obtaining Outline or Detailed Planning Permission) including listed building consent and conservation area consent prior to procurement.
- The Project Manager is to attend any pre-application, planning consultation and committee events, unless it is deemed of no benefit by the DfE Planning Adviser.

Procurement through to opening and completion of building works

- Oversee procurement process undertaken by the Technical Adviser.
- Ensure all documentation to be issued to market has been approved by DfE's Technical & Cost Adviser and Legal Counsel (Construction) Manager.
- Ensure all contract documentation, notifications and certificates are saved to DfE's Sharepoint.
- Manage DfE processes to seek approval for any change in scope, procurement and budget.
- Oversee the handover strategy, ensuring all legal agreements and statutory paperwork are in place before occupation..
- Ensure defects are managed after practical completion.

Temporary Accommodation

- Ensure that the temporary accommodation strategy is sufficiently robust to extend when needed.
- The procurement of temporary accommodation and subsequent disposal.

Candidates require:

- Education capital construction experience
- Qualified professional with at least 5 Year post professional qualification (preferred)
- Be a member of APM (MAPM) with an aspiration to chartered status in the future.
- Good practical knowledge of Microsoft Software, including Excel and Word.
- UK driving license.

About Tetra Tech:

Tetra Tech is a leading provider of high-end consulting and engineering services for projects worldwide. We combine the resources of a global, multibillion dollar company with local, client-focused delivery in more than 400 locations around the world. We are Leading with Science® to provide sustainable and resilient solutions for our clients.

At Tetra Tech, we provide a collaborative environment that supports individual performance, innovation, and creativity. We are proud to offer competitive compensation and benefits. Learn more by visiting

For more information on our company, please visit our website at . To apply, please submit your resume and cover letter on the Careers portion of our website at

Tetra Tech is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer.

We are very happy to discuss flexible working, including the possibility of reduced hours, flexible start and finish times, or compressed hours. We can offer a range of solutions to help you to get the most out of your work / life balance.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Additional Information

Organization: 784 WYG

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