

# Job Description: Senior Capital Project Manager

**Location:** London

**Reporting to:** Head of Strategic Projects

**Contract:** Full-time, permanent

## Job Purpose

The Senior Capital Project Manager leads the delivery of major capital projects for Welbeck Health, ensuring projects are completed on time, within budget and to the highest standards of safety, quality and compliance. This is an exciting, fast-paced role which supports the ambitious expansion of Welbeck Health over the coming years. The role covers the full project lifecycle—from business case development and initial stakeholder engagement to construction, commissioning, and handover—while ensuring alignment with statutory and healthcare sector standards (HTMs & HBNs) where appropriate.

## Key Responsibilities

### Strategic Project Leadership

- Deliver a range of Welbeck Health capital projects (including new build clinics and refurbishments) across our growing pipeline of sites.
- Lead multi-disciplinary teams, including internal project stakeholders, external consultants, contractors and suppliers throughout the project lifecycle.
- Oversee all phases: from feasibility, design, procurement, construction, commissioning and operational handover.
- Deputise for the Head of Strategic Projects as required.
- Regularly report into executive board and doctor groups on project progress. Leading delivery of multi-million-pound healthcare capital investment programmes.
- Managing stakeholder relationships across clinical, operational, and executive teams.
- Driving continuous improvement in healthcare project management processes and outcomes.

## Stakeholder & Team Management

- Engage with business development, clinical, operational, finance and executive stakeholders to ensure project alignment with service needs.
- Communicate technical and contractual information clearly to all parties.
- Chair project meetings and ensure actions are tracked and completed - driving and maintaining programme milestones.
- Foster a collaborative, high-performance culture within project teams (both internal and external).
- Produce high quality presentations and report materials for internal review meetings, up to executive level.

## **Governance, Compliance & Risk**

- Ensure compliance with healthcare and statutory regulations (HTMs, HBNs, CDM, CQC, etc.) and manage the derogation process should these not be followed.
- Maintain and manage robust project governance, reporting and procurement procedures.
- Manage project risk, including regular reviews and mitigation strategies.
- Ensure projects meet infection prevention, sustainability, and accessibility standards – working closely with our internal SMEs and project leads.

## **Financial Management**

- Assist our stakeholders to develop business cases, development / investment appraisals and budget requests.
- Manage delegated project budgets, certify contract payments, monitor expenditures and track committed and forecast project spend.
- Recommend cost control strategies and ensure value for money.
- Activity and robustly manage a change control process to oversee any variations to scope, time or cost.
- Lead construction procurement and tendering activities to ensure best value for money is achieved for the project.
- Lead procurement activities for non-medical equipment and furniture, ensuring highest quality and value for money.

## **Quality, Performance & Improvement**

- Ensure projects are delivered to the highest Welbeck quality standards, on time and within budget.
- Lead post-project reviews and lessons learned exercises.
- Support continuous improvement in project management processes.
- Support the development of Welbeck design and project processes and standards to improve project delivery going forward

## **Person Specification**

### **Essential Qualifications & Experience**

- Degree or equivalent in Building Surveying, Engineering, Construction Management, Architecture or related discipline.
- Chartered membership of a relevant professional institution (RICS, CIOB, IHEEM, CIBSE, RIBA).
- Significant experience (typically 8+ years) managing large-scale capital projects in healthcare estates or facilities.
- Demonstrable knowledge of healthcare design standards (HTMs, HBNs), healthcare legislation and construction health & safety.
- Proven track record of delivering complex healthcare projects on time and within budget.

### **Skills & Abilities**

- Advanced project management skills: planning, scheduling, budgeting, risk management.
- Strong leadership and team management abilities.
- Excellent communication and stakeholder engagement skills.
- Proficiency in project management software (e.g. MS Project, Primavera).
- Ability to interpret and apply healthcare construction and engineering standards.
- High calibre analytical and problem-solving skills.

### **Personal Attributes**

- Strategic thinker with attention to detail.
- Resilient and adaptable in a fast-paced healthcare environment.
- Collaborative and supportive, with a commitment to organisational values.
- High level of integrity and professionalism.
- Ambitious individual who has the drive to want to improve healthcare construction.

### **Desirable**

- Experience in NHS or private healthcare capital project delivery.
- Experience with contract negotiation and vendor management.
- Understanding of infection prevention and control requirements in healthcare construction.
- Knowledge of sustainability and energy management in healthcare estates.

### **Infection Prevention and Control**

All Welbeck employees, whether involved directly or indirectly in the provision of healthcare, have a duty to co-operate with and implement business policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in the provision of healthcare so far as is necessary to enable the Business to meet its obligations under the Health and Social Care Act 2008.

## **Safeguarding**

Welbeck is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the Welbeck Health Partners Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

## **Confidentiality**

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on strictly need to know basis in accordance with the responsibilities of the Business's Caldicott Guardian.

## **Health and Safety at Work**

In addition to the Business responsibilities under the Health and Safety legislation, you are reminded of your responsibilities for health and safety at work under the Health and Safety at Work Act 1974 (as amended) and associated legislation. These include the duty to take reasonable care of the health and safety of yourself and others in your work activities and to co-operate with your employer in the discharge of its statutory duties. You must adhere strictly to the Business policies and procedures on health and safety and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Business incident reporting system. You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

## **Risk**

Accept personal responsibility for contributing to Welbeck's management of risk, including the reasonable avoidance of any action which would knowingly cause unacceptable risk to self, others, or to the Business.

As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risks to self, others, or to the Business, in accordance

with the business policy and training. Identify and report actual or potential hazards/ risks in the work environment in accordance with business policies and take immediate action to minimise risks where it is reasonably practicable to do so.

Identify and report to the appropriate authority incidents of risk, neglect, abuse or endangerment to vulnerable adults and children. Follow, Welbeck Health Partners policy on use of Personal Protective equipment e.g., Masks, Gloves, Visors etc. Awareness of and compliance with Health and Safety Regulations.

### **Equality and Diversity**

The Business recognises the benefits of a diverse workforce reflective of the communities that we serve and is committed to equal opportunities in employment with a devotion to eliminate all forms of unlawful discrimination. The Business aims to promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff).

All individuals have a duty to adhere to the Business Diversity and Equality Opportunity policy and an individual responsibility towards the application and understanding of the Equality Act 2010. Inequitable behaviour will not be tolerated, and every person has a responsibility to highlight discriminatory practice.