

# Job Description & Person Specification

## Senior Capital Project Manager

### Job Title:

Senior Capital Project Manager

### Department:

Capital Projects and Property

### Reports to:

Head of Strategic Projects

### 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.