

Project Engineer

Estates Division

Closing Date: 26th June 2025
Job Reference: BA46291



Salary:

£41,671 - £55,755 pa

Staff Group:

Unestablished Academic related

Contract:

Permanent

Location:

Cambridge

Faculty / Department:

Estates Division

Working Pattern:

Full time working Monday to Friday

Purpose of the role

The role of the Project Engineer exists to provide the University with an expert service in managing mechanical and electrical maintenance projects, the procurement of major maintenance works in existing buildings including the design and construction processes and in meeting the requirements of the University and statutory authorities.

The requirement is to deliver new and refurbished assets in existing and often occupied buildings in which to undertake the University's research, teaching and other activities through proactive design and project management. The role requires the Project Engineer to build teams and to provide leadership and motivation to the groups of specialist consultants, advisors and specialist service contractors employed directly, or indirectly, by the University, in order to achieve a successful outcome on each project. The role includes the ability to translate technical surveys and reports, along with end user needs into completed construction projects that raise the excellence, the profile and competitive edge of the University. The character and size of the projects require the Project Engineer to co-ordinate and direct large diverse groups/teams and to integrate ideas into definitive construction solutions.

The deliverables are as follows:

- The accurate definition of users' needs.
- The achievement of value for money.
- The achievement of reducing University energy usage in particular de gassing the estate
- The completion of projects on budget, on time and to the required quality.
- The proper flow of information within and outside the project team.

The role includes reporting to University Committees to seek authorisation to initiate and then progress projects through all stages of design development and construction. This includes providing regular updates on budget, programme, quality and risk in accordance with EM Procedure Instructions and University procedures.

The role is essentially managerial but necessarily includes, at various phases of projects, the need to support, develop, and discipline in order to achieve effective and efficient delivery of



Purpose of the role (continued)

mechanical and electrical projects. Technical and prioritisation decisions need to be made and implemented in the difficult context of the UK construction industry.

The principal spheres of influence of the role are both University and Cambridge City wide, given the scale, impact and importance of projects in terms of budget, provision of teaching/research facilities, sustainability and the physical presence of major maintenance activity on the townscape.

The sphere of influence also extends nationwide given the high level of funding received and strict requirement to comply with Higher Education Funding Council for England (HEFCE), Wellcome Trust and Research Council accountability and assessment procedures. The Department for Trade and Industry (DTI) refers to the national/worldwide importance of University projects in scientific research and hence the critical importance of construction projects in support thereof.

Key Responsibilities

Project Design and Leadership

Setting project goals; motivating, innovating, co-ordinating, integrating and directing the project team to achieve goals; policing project team performance; converting ideas into solutions; adapting the objectives, the project team or the brief to meet changing circumstances.

Establishing procurement strategy and managing the team selection process, including placing advertisements, where appropriate, in the Official Journal of the European Union (OJEU).

Negotiating fees with consultants, agreeing consultancy terms and conditions and monitoring performance.

Delegating tasks and ensuring compliance.

Responsible for the management of approximately 20 consultant staff plus a further 100 personnel through construction firms.

Financial Management

Advising the University on all project-related financial matters; maintaining and structuring the project budget (fees, contingencies, construction etc); whole lifecycle costing, managing change; monitoring and controlling cash flows; authorising expenditure; responding to deviations from or changes to sub-budget or budget.

Responsible for individual projects from £50K up to £2m in value and up to £5m aggregate.

Programme Management

Advising the University on the programme implications of different procurement routes and forms of construction; developing the project programme, design programme and construction programme with Consultants and Contractors; ensuring programmes submitted by designers and contractors are realistic and have appropriate time contingencies; monitoring programme and responding to deviation.

Management of the Planning Consent process.

Quality Management

Ensuring compliance with authorisation and reporting procedures of the EM Technical Policy Instructions (TPIs) and the University through preparation and presentation of reports to Buildings Committee (and preparation of reports for submission to RMC, PRC, and Lynxvale).

Arranging appointment or tender boards to assess quality/cost of design and construction services offered; ensuring compliance with Grace procedures, and all other University and statutory authority procedures; controlling the balance between aesthetic and practical design; controlling quality of performance and documentation.

Vigilant in maintaining awareness of construction industry issues. Ensuring industry best practice is followed, keeping personally updated and informed of procedures, particularly Health and Safety compliance of Consultants and Contractors. Takes a lead in passing on knowledge to project teams.

Ensuring, through the Design and Construction Team, that the quality of construction and fit-out, including mechanical and electrical installations etc., is of a standard to achieve best value and match the budget.

Managing the feedback process by:

- Preparing Post Completion Reports with lessons learned for carrying forward to future projects.
- Carrying out Post Occupancy Evaluations (where relevant).
- Ensuring adequate records are kept.
- Providing guidance and documents for audit.

Risk Management

Identifying and managing all risks to the budget, programme and quality, including taking effective, timely action to prevent adverse effect.

Initiating and supervising risk workshops and ensuring appropriate financial allowances are made for identified risks.

Communication

Liaising with User Departments within the University to ascertain project accommodation requirements and cost limits, and managing the interface between users and design consultants to ensure comprehensive briefing of the Design Team.

Co-ordinating and maintaining the programme to ensure the project is delivered to suit the Representative User requirements.

Responding to user needs and feedback from University, project team and others; providing written and verbal reports to University committees. Developing and managing appropriate meeting structures to maintain control and efficient communication within project teams; co-ordinating the flow of information; adopting appropriate tone and behaviour for effective personal communication.

Co-ordinating the documentation for planning submissions and managing the process to achieve Planning Consent. Besides the actual submission, this activity normally involves:

- meetings with / presentations to the City Council Town and Country Planners
- public consultations
- ensuring that all conditions are discharged

Enforcement

Forming appropriate contractual relationships to ensure that remedies are available against consultants, contractors and others that default; taking action through letters and meetings to persuade defaulters to comply; taking quasi-legal or recommending legal action to enforce compliance.

Managing the dispute resolution process.

Innovation

ED Engineers are constantly striving to improve the processes by which construction projects are procured, managed, completed and handed over to Users.

Project Engineers actively seek innovative ways to undertake their duties in order to improve the certainty of outcome of the construction process.

The results of this innovation are, amongst other things, improved cost certainty, better value for money, less snags on handover, improved feedback and lower running costs.

Contribution to ED

Contributing to the development and implementation of office and project management practices and procedures by membership of in-house committees and assisting in production of documentation.

Person Specification

Criteria	Essential	Desirable
Experience		
Experience to make complex project management decisions and a proven track record of delivering multiple mechanical and electrical maintenance projects simultaneously.	✓	
Skills		
Significant experience in construction and/or project management or similar role.	✓	
A thorough understanding of the fragmented and often poorly-performing construction industry, and building procurement with direct experience of the building process gained as either a Consultant, or by working with a Contractor or another Client.		✓
An understanding of the University's complex authorisation procedures is vital, but this can be acquired and developed through line management guidance.		✓
The appropriate skill and experience to manage and read dynamic/developing situations with the ability to communicate clearly, exerting authority as necessary, along with self-motivation and the ability to motivate others to achieve objectives against set budget, programme and quality standards.	✓	
Knowledge of financial management, planning techniques, resource management including experience of managing activities of multidisciplinary professional teams and support staff, and the ability to recognise acceptable/unacceptable quality standards.	✓	
The ability to cope with conflict and adversarial situations which are often intense and/or protracted.	✓	
Responsibility to make decisions with big impacts on University funding/service delivery.	✓	
Confidence to deal directly with senior academics, managers, partners and directors	✓	
Qualifications		
A degree in a field related to Mechanical or Electrical Engineering or equivalent	✓	
Membership of a recognised professional institution related to Engineering and or construction/project management.	✓	

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement.

Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	B
Innovation and Change	B
Negotiating and Influencing	C
People Development	B
Relationship Building	B
Strategic Focus	B

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



Estates Division

The Estates Division at the University of Cambridge is a multi-disciplinary organisation responsible for the development, management and maintenance of the University estate, along with the provision of a variety of related services.

Our current operational estate (buildings used for teaching, research and administrative activities) is currently valued at £3 billion (Insurance Replacement Cost) and its broad and complex nature presents many demanding challenges, for example some buildings are 800 years old, Grade I Listed and protected by English Heritage, whilst others are new with highly sustainable building fabrics and buildings management systems.

Key areas we are responsible for include:

- Planning and managing the University's estate development programme.
- Project managing new build construction and the refurbishment/alteration of existing stock.
- Managing and maintaining the estate including residential accommodation and investment properties.
- Delivering a comprehensive facilities management service to the University.
- Managing catering outlets across the estate.
- Managing the operational and research facilities at the [University Farm](#).
- Promoting the University's environmental sustainability initiative, particularly with regard to reducing carbon emissions.



Terms of Appointment

Tenure and probation

Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

Hours of Work and Working Pattern

The appointment is full-time 37 hours per week, working Monday—Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Subject to compliance with the Statutes and Ordinances relating to leave, full time officers are entitled in any holiday year to take annual paid leave of 41 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful

candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:

This role requires a basic disclosure check and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section

provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please email Estates Division HR on EDR@admin.cam.ac.uk

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and

deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available

here:

<https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

The University of Cambridge is committed to supporting our staff to thrive both professionally and personally. We aim to support a good work/life balance, whilst retaining the positive aspects of our unique in-person environment and culture. Elements of this role are suitable for hybrid working, where staff can split their time between in-person collaboration and remote working. The frequency of the remote elements of the role can be discussed with the recruiting manager.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

If you have any queries regarding the application process please email Estates Division HR on EDR@admin.cam.ac.uk.

The closing date for applications is: 26th June 2025.