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PUNE

<b>JOB TITLE</b>	Project Manager	<b>DEPARTMENT</b>	Non-Academic
<b>REPORTS TO</b>	Bursar		

Wellington College International Pune (WCIP) will be the eighth in the Wellington College International family and the first of several planned for India. Allied to the Unison Group, one of India's leading educational providers and renowned for quality and academic rigour, WCIP will benefit from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. This core partnership with Wellington College UK is pivotal for every school and WCIP embraces this authentic relationship, leveraging upon the outstanding quality of education exhibited across the network of schools.

**Main Task and Responsibilities:**

**Key Responsibilities**

- Coordinate all phases of the construction lifecycle from initiation to completion on behalf of the school.
- Obtains all necessary regulations and permits.
- Ensuring projects are aligned with agreed-upon plans.
- Coordinates tender packages with various consultants and monitors the tendering process.
- Executing the work through contractors and/ or specialist agencies.
- Oversee the complete construction activity of the school.
- Coordinate with all the consultants, Project management consultants, various contractors of multiple discipline.
- Monitor the project progress reports.
- Manage the budget, timeline, and quality control plan with the team,
- Coordinate with architects, engineers, electricians, and other specialists for execution of work.
- Responsible for all local, state, and national building codes and regulations and safety precautions are followed.



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- Uses scheduling software to update schedules, track progress, and document project progression.
- Monitor and prepare the Project budget with inputs from the team.
- Coordinate, Monitor and maintain the project construction schedule on a weekly basis.
- Inform the Consultant of any errors discrepancies or omissions contained within the Consultants design and drawings.
- Ensure site safety and that the requirement of the occupational Health and Safety standards are enforced.
- Monitor completion of and track all independent testing and inspections as required by Government authorities and to ensure all required civic bodies inspections are performed.
- Processing monthly progress reports and invoicing of various Consultants, contractors and suppliers.
- Responsible for the security and operation of the all directly owned equipment on the job site in conjunction with site staff.
- Check as-built drawings on an ongoing basis and issue final close-outs to consultant accordingly.
- Prepare and expedite project deficient lists.
- Arranging and Negotiation with vendors, suppliers and contractors.
- Check that quality and quantity is as per the BOQs.
- Coordinate with the internal teams to ensure accurate and timely invoicing
- Check detailed Progress Report & Test Reports
- To oversee and verify the measurement book for the whole project

**Person Specification**

**Essential Experience / Qualifications Required**

- Bachelors / Master's degree in Civil Engineering and / or Construction Management
- 15 years of experience out of which atleast 5 years should be in a Leadership Role

**Desirable Experience / Qualifications Required:**

- Work experience of a premium project
- Occupational safety and Health Standards training
- Construction Project management certification
- Experience of working for a Green building campus



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- Experience of working in a project which has high end interiors, international level indoor and outdoor sports facilities, technology enabled campus, state of art AV facilities, imported furniture.

**Skills and Personal Qualities**

- Aptitude in decision-making and working with numbers
- Strong leadership capabilities
- Excellent communications skills, problem solving skills, analytical skills negotiation skills
- Excellent knowledge of project management (Planning, Organizing, Budgeting, Execution etc.)
- Excellent knowledge of MS office, project management software and Autocad
- A team leader committed to achieve the overall objectives of the project

**Essential Values, Behaviours and Attitudes:**

- The role demands a multitasker who can effortlessly liaise with all the other teams, efficiently manage the roles and duties within the team, and finally get the job done well in time.
- Should be well organized, process driven and a team player.
- Embody the five core values of Wellington College at all times (courage, integrity, kindness, respect and responsibility).
- Personal integrity, accountability and credibility.
- Strong mind-set for continuous improvement to meet or exceed expectations.
- Time management and ability to multi-task and prioritize, ability to work under pressure.
- Discrete and sensitive to confidentiality.
- Responsible, self-motivated, detailed-minded, professional, organized, independent and mature.
- Good team player as well as good team leader.