

## The Oxford Science Park

### Summary of development pipeline

The following information provides an outline of the key projects and infrastructure works currently being undertaken by the Oxford Science Park. These works are currently being led and managed by the Senior Development Manager and The Science Park is seeking an enthusiastic and experienced Assistant Development Manager to work closely with the Senior Development Manager in delivering these key objectives.

Development	NIA (sqft)	Status
Iversen Building	86,359	Construction. Completion due Oct 2023
Leggett Building	78,770	On hold – subject to TWSPS relocation
Plots 23 to 26 (3 buildings)	374,396	Planning secured and contractor procurement underway
Plot 27	76,596	Stage 3 design completed and Planning submission due October 2023
Thames Water Sewage Pumping Station (TWSPS)		Stage 4 design nearing completion and start on site due August 2023
SSE Primary Substation		Planning submission being prepared and submission due June 2023

**Plot 16 – The Iversen Building:** This project commenced on site in March 2022 and is due to be completed in October 2023. Key focus for the team, as a minimum, is to:

- ensure the project completes on time.
- the quality standards of the construction are retained and in line with TOSP requirements.
- commissioning of the building is undertaken efficiently and within contractual protocols.
- the building is ready to take new tenants on completion and working with the Asset Manager to ensure the new building is in line with agreed tenancy agreement requirements.
- work with the Client consultant team to ensure the building areas and dimensions are within contractual tolerances and works are completed in line with Employers Requirements.
- ensure any instructed fit outs are completed to specification.
- undertake a review of costs with Cost Consultant to validate final account.

**Plot 16 – The Leggett Building:** This project is linked to The Iversen Building but cannot commence until the existing Thames Water pumping station has been relocated. A contractor has been appointed to deliver both Iversen and Leggett, but due to the delay in commencing Leggett a review of the contract and contract sum will be necessary. Key focus for this development will be:

- monitoring the relocation and construction of the new pumping station (which is set up as a separate project).
- Review of existing contractor cost plan to assess impact of programme delay on final contract sum.
- If existing contractor is not available to undertake Leggett, then work with the team to undertake a contractor procurement exercise.
- Review construction contract to make sure that it is still applicable for Leggett.
- Check and make sure all pre-commencement planning conditions have been submitted and discharged.
- Review and negotiate consultant fees.
- Review and negotiate consultant appointments and JCT Design and Build contract

**Plots 23 to 26:** this project received planning consent in February 2023 and the team are progressing with finalising contractor procurement and appointment with a view to commencing construction in July 2023. Key areas of focus for the team include:

- finalise selection and appointment of contractor, ensuring contract sum captures Employers Requirements, specification, and programme requirements.
- Ensure contract suite of documents are finalised and completed to protect and manage TOSP's risks, costs, specification, and programme requirements.
- Review Employers requirements with design and project management team
- Work with legal team to finalise Section 106 agreement, consultant appointments and JCT contract.
- Work with team to discharge pre-commencement planning conditions.
- Monitor performance of Thames Water and SSE in progressing and completing infrastructure works.

**Plot 27:** this project is currently at Stage 3 design with planning submission targeted for June 2023. The key focus for the team includes:

- Working with the team to review and finalise all planning submission deliverables.
- Working with the legal team to finalise consultant appointments and JCT Design and Build Contract.
- Reviewing contract sums from contractors and ensuring they offer value for money, respond to Employers Requirements and are in line with programme requirements.
- Work with team to de-risk site of archaeology and ecological requirements to satisfy planning requirements.
- Monitor performance of Thames Water and SSE in progressing and completing infrastructure works.

**Thames Water Sewage Pumping Station (TWSPS):** this project involves the construction of a new pumping station for Thames Water and the demolition of their existing pumping station, currently located on the plot designated for Leggett. These works are required to allow the Leggett development to commence. The TWSPS project is set up as a separate project and is due to commence on site in August 2023. The key focus for the team includes:

- Working with Thames Water to ensure the final specifications for the new pumping station are in line with Thames Water specifications and satisfactory for the Thames Water Governance sign off.
- Ensure the design team are working collaboratively to produce a fully coordinated detailed Stage 4 design and specification pack.
- Finalise consultant appointments, PCSA and JCT contracts.
- Monitor cost plans against budget.

**SSE Primary Electricity Substation:** this project is being undertaken to provide power capacity for the Plots 23 to 26 developments as well as providing additional power for other existing buildings on the Park. The key focus for the team includes:

- Working with the team to engage with SSE in the coordination of designs for planning. TOSP has agreed to manage and undertake the planning process on behalf of SSE.
- SSE will undertake the detailed design and specification of the works and undertake the procurement exercise for the contractor.
- Monitor progress to ensure supply is commissioned in time for final commissioning of Plots 23 to 26.

## Assistant Development Manager – Job Description

### Overview

To provide development management and project management support to the Senior Development Manager to ensure successful delivery of projects to programme, budget, and quality.

We currently have several development and infrastructure projects at different stages of the development and construction lifecycle. The role of Assistant Development Manager will involve working closely with the Senior Development Manager to monitor and manage progress and performance across all these projects to ensure they are completed and delivered to TOSP's satisfaction and to programme in line with budget and development appraisal expectations.

### Responsibilities

- Assist with the management of multiple and concurrent development projects from inception through to construction completion.
- Procurement of consultants and contractors. Preparation of Request for Participation (RFP) documentation and managing the procurement process
- Assist with the management of professional teams including monitoring performance, giving instructions, negotiating, and completing appointments, co-ordinating and contributing to regular project / design team meetings.
- Assist in the town planning process including stakeholder engagement, local authority meetings, public consultation etc.
- Assist with negotiation of Section 106 and other relevant legal agreements.
- Assist in managing the development appraisal for development projects including updating of appraisals throughout project lifecycle from concept to completion, ensuring delivery in accordance with profitability and programme objectives. In particular, monitoring of the development budget and overall project viability.
- Engaging with consultant teams and contractors in the preparation and implementation of variations.
- Work in close collaboration with internal teams particularly finance, estate management and asset management.
- Manage development project budgets and fee trackers and ensure invoices are in line with agreed fee proposals.
- Assist in project reporting where required.
- Chair project team meetings.
- Assist Senior Development Manager in preparing board papers.
- Undertake due diligence of project costs, specification, scope and programme.
- Manage project risk and budgets to maximise shareholder return.
- Understanding of shell and core, CAT A and CAT B fit outs.
- Engage with and negotiate 3rd party agreements with statutory authorities and manage relationships as necessary.
- Management of partner relationships (Network Rail, Thames Water, SSE, Local authorities, consultants, agents) as required to support project delivery.
- Stakeholder management.

- Be an ambassador for The Oxford Science Park, including networking, attending events and planning committees.
- Find a way to balance your involvement in the management of projects to avoid duplication with the SDM.

### **Person Specification**

- Education to degree level with ideally a relevant real estate, project management or construction management related degree.
- Good understanding of commercial and life science real estate development, specifically the mechanics of land valuations, development appraisals, design development and planning.
- Experience in town planning issues.
- Development and/or project management experience preferred.
- Commercial focus and acumen.
- Understanding of development lifecycle, taking buildings from concept stage through to completion.
- Understanding of development appraisals in terms of inputs required and assessment of project viability and value for money.
- Strong project management skills with demonstrable experience of managing multiple projects concurrently to deliver agreed outcomes.
- IT literate in Microsoft Office software tools.
- Ability to work under own initiative.
- An eye for detail.