

Job Profile – Project Manager

The Role

Reporting to the Contracts Manager the role will be responsible for the delivery of construction projects to the highest standards.

Duties & Responsibilities

The Project Manager shall:

- Be accountable for the safe delivery of allocated projects, to the client's specification, ensuring that project objectives, agreed timescales, and budgets are delivered. The Project Manager will apply the project management processes set out by the client throughout the project lifecycle.
- Develop and deliver the project, on time, to budget, and quality.
- Manage the day-to-day execution of the project.
- Support the Contracts Manager and Commercial lead to ensure that it is accurately cost forecasted.
- Manage and monitor resources to ensure they are available across disciplines to deliver the project.
- Work with the client and key stakeholders to establish effective collaborative relationships, supporting effective delivery, performance measurement, and management of change.
- Provide accurate project performance data to senior managers and company directors on a periodic basis.
- Ensure proactive risk management is adhered to ensuring periodic review and action with the project team.
- Manage client reporting as required including periodic project reports, programme updates, KPI data, performance, and other requirements as specified.
- Manage the project EHS requirements including RAMS.
- Proactively identify and follow up on opportunities to develop new business.
- Detailed understanding of CDM regulations (2015) and assessment of requirements as applicable to the project where applicable.
- Always comply to the requirements of the client's HSQE policies and in accordance with the Health & Safety at Work Act.
- Actively support & encourage the client's HSQE principles across projects.
- Actively support the health and welfare of colleagues.
- Manage the delivery of the considerate constructor's scheme requirements
- Periodically audit site management systems to ensure compliance with company requirements
- Implement the supply chain policy.
- Ensure appropriate site image is maintained to encourage repeat business.
- Support the strategy for the closure of defects during defects period and obtain certificate of Making Good Defects within targets set.
- Implement best practice and drive continuous improvement.

This role description is intended to give the post holder an appreciation of the role envisaged of the Project Manager. Specific tasks and objectives will be agreed with the post holder regularly.

Personal Specification

Technical Competencies:

Essential

- 5 years plus experience in the management of large-scale construction projects and multi-disciplinary construction teams
- Sound knowledge of construction delivery within specialised industrial sectors including for example, residential, education, commercial, etc.
- Previous experience in promoting and ensuring exemplary standards of health and safety on large-scale construction projects.

Qualifications & Training:

A multi-skilled trade background and/or degree qualification or equivalent

Technical knowledge of construction build processes and defects

Ability to plan and manage multiple projects and have a good level of knowledge of health and safety practices and legislation

Proficient in the use of Microsoft Office including Outlook, Word and Excel

CSCS Site Managers Card

SMSTS or IOSH Managing Safely

First Aid Certificate (preferable)

Excellent communication skills

Assertive and strong persuasion skills

Strong time management skills

Understands and applies commercial principles in terms of cost, profit, market and added value