

Job Code:	Project Director (New Build)
Reporting to:	Regional Managing Director
Purpose:	The Project Director will be responsible for leading the delivery team to delivering the Whiteheads project, fully in line with the business's goals and in a safe and timely manner.

Achieving Results

- To lead, manage and successfully deliver projects within the business to time, cost and quality targets and standards.
- Responsible for ensuring Safety, Health, Environmental and Quality matters are managed on the Project.
- Identifying, assessing and managing business, community and environmental risks
- Ensure programme performance targets, goals and objectives are achieved.
- Ensuring contractual obligations are identified and understood
- Ensuring the appropriate allocation of resources to achieve the project time and quality objectives at optimal cost
- Delivery of an excellent product, leaving a lasting positive legacy
- Ensure adherence to Lovell policy and procedures across the disciplines
- Ensure all reporting requirements are met by the site management teams and communicated to the relevant Managers.
- To develop and nurture Client relationships such that Lovell Partnerships Ltd enjoy maximum strategic benefit
- Maintaining clear communication with key stakeholders
- Managing the client's expectations
- Ensure full integration of LPL team disciplines and effective team working, so as to maximise results
- Full and effective cooperation and collaboration with departmental heads within the business
- Accurate and timely reporting including H&S and Commercial
- Drive the strategic, longer term planning of the scheme in liaison with the Senior Management Team

Managing the Process

- Comply with Lovell Integrated Management Business System and H&S and Environmental procedures
- Leading and motivating Site Managers, and Site Teams including direct operatives and apprentices.

- Ensuring that all site operations are carried out within agreed budgets.
- Monitor safety performance and implement any required remedial measures.
- Ensure that pre-start planning is thorough and practical.
- Monitor production levels and instigate any necessary measures to achieve programme targets.
- Ensure that roads and sewers are adopted and bonds cancelled as early as possible.
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Serving the Customer (Internal & External)

Delivering Quality

- Ensuring implementation of Company quality procedures including final inspections prior to handover.

Managing People

Monitor and Feedback on Performance

- Carry out annual and interim Performance & Development Reviews
- Control attendance
- Identify shortfalls or training requirements that may arise during the works

Comply with Lovell Policy and Employment Legislations, relating to;

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

Regularly Communicate

- Carry out daily / weekly / monthly communication with site staff and sub-contractors
- Conduct Project Meetings/Supply Chain Meetings/Client Meetings
- Project Blogs
- Promoting the principles of Service First and Service Delivery

Give and Receive Feedback

- Regularly discuss individual, team and site progress through one-to-one's; project meetings; supply-chain meetings.

Support Learning and Development

- Support staff to enable development in line with their PDP

- Encourage progression towards full professional membership, where appropriate

Technical Skills and Knowledge			
Planning and Programming Asta or similar			
Understanding of Commercial reporting			
Strategic Planning			
Client Liaison			
Detailed knowledge of NHBC requirements			
Detailed knowledge of Building Regulations			
Understanding of structural principles			
Knowledge of road and sewer construction			
Knowledge of good trade practice			
Knowledge of Health and Safety Regulations			
Knowledge of environmental regulations			
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.