

**Job Title:** Project Manager

**Reporting to:** Operations Manager

**Purpose:** Accountable for the Project Management of our new development at Weymouth

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<b>Achieving Results</b>
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On site control of all aspects of:

- Production and programme
- Quality control
- Cost control
- Site presentation
- Material delivery and control
- Sales/Customer liaison
- Liaison with external agencies
- Health, Safety and environment

<b>Managing the Process</b>
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- Agree programme for site at Pre-Start, organise Company and Sub-Contract resources to meet programme and constantly monitor production levels against programme. Take timely action to remedy production short falls.
- Ensure that Sub-contractors “extras” are minimised and that re-work is avoided. Ensure that site establishment costs remain within preliminaries budget.
- Ensure that site is kept tidy and that the site is presented to the public in a clean, tidy workmanlike manner.
- Call off and progress material delivery, monitor quality and quantity of deliveries, record and return material and plant delivery to office in accordance with Company procedures.
- Represent the Company to its Clients in an efficient, responsible and pleasant manner. Deal with Client complaints promptly when needs arise. Liaise with sales representatives over all matters involving Clients’ requirements.
- Liaise with NHBC, Building Control, Highways and Water Authority Inspectors to ensure technical compliance and programme.
- Take responsibility for safe execution of all works in accordance with current legislation and Company procedures. Liaise with Company Safety Managers and enforcing authorities.
- 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.

<b>Delivering Quality</b>
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- Monitor the quality of work to ensure technical compliance and compliance with Company quality standards.

## Managing People

### Monitor and Feedback on Performance

- Carry out annual and interim Performance & Development Reviews
- Control attendance

### Comply with Lovell Policy and Employment Legislations, relating to;

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

### Regularly Communicate

### Give and Receive Feedback

### 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

	Basic	Intermediate	Advanced
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			