

Job Title:	Project Manager
Responsible to:	Senior Project Manager
Responsible for:	Delivery of construction projects within the Investments portfolio taking instruction and guidance from the Senior PM.

Many of our staff work flexibly, and in many different ways – remote working, part-time, time to do the school run – please talk to us on application or during the interview process about the flexibility you need. We can't promise to give you exactly what you want, but we are happy to explore what is possible for the role.

We are a company with a vision and desire to create inspirational and innovative solutions that shape the development of healthy and vibrant communities. This talented team, who are part of a construction and regeneration group, work closely with the other divisions to deliver projects in line with our clients' requirements.

Main Purpose of Role

The Project Manager is responsible for technical input pre-construction and management of the construction period. They are responsible for the management of professional teams and contractors throughout the development process. Ensuring that projects are successfully delivered according to time, quality, budget and within defined approvals making sure that customer satisfaction levels are maintained.

Key responsibilities include:

General:

- Effectively manage and influence key individuals and teams on site to deliver their objectives.
- Ensure that Investments and its supply chain is fully compliant with all Health & Safety legislation and adopts appropriate reporting measures.
- Identify and mitigate any risks; manage them effectively to successfully navigate challenges.
- To ensure the long-term success of Investments through close collaboration with colleagues and key stakeholders across the borough, across sister companies and the wider supply chains.
- Liaise and co-ordinate effective PR planning and events in conjunction with the Senior Project Manager.
- Achieving demonstrable benefits for community groups and working with the training coordinator to demonstrate the benefits of key projects to the communities they serve.
- Identifying and implementing continuous improvement initiatives with all contractors and stakeholders; including participation in project lessons learnt reviews.

Pre-construction:

- In conjunction with relevant parties prepare and communicate a client brief/scope
- Contribute to the preparation of approval papers
- Manage resources with the Senior Project Manager including:
 - Selection, appointment and management of external consultants and advisers – advising on scope/fees etc.
 - Engagement and co-ordination with statutory authorities including LPA and Highways
 - Quality assurance and control
 - Environment, health and safety
 - Negotiation and resolution of the building contract [with project lawyers]and to ensure that all the above are achieved within agreed budgets.
- Review and advise on design and construction programmes and indicate critical decision dates
- Review and advise on the technical design including key lifecycle and asset management criteria
- Manage the QS's cost plans and ensure the project is within the agreed/approved costs
- Co-ordinate and manage site access, surveys and investigations
- As part of the Contract Close process; secure approval to start on site and ensure project insurances and warranties are in place.

Construction:

- Effective contract management and liaison with the CA/EA/IC including contract variations and payment management.
- Work with delivery partners (including sister companies) on sites to ensure that construction deadlines are managed effectively to deliver programmes to time and cost.
- Implementation and audit of Investments' quality, Health & Safety and environmental management systems.
- Control and management of costs (with the Project Accountant) for each site.
- Represent Investments appropriately and effectively at site and client meetings.
- Ensure the effective testing and commissioning of the new scheme including the timely provision of O/M manuals and building information.
- Advise on the implementation of and management of maintenance/service contracts
- Ensure an effective aftercare regime is in place including the timely resolution of defects and remedial works by the Contractor
- Ensure the expedient closure of the project final account and manage the Defects Liability Period to a satisfactory conclusion.

Key Accountabilities

- Manage key construction activity in liaison with sister company representatives and third party contractors
- Secure and maintain a strong working relationship with sister company representatives, community groups and the wider Group
- Establish and maintain high levels of credibility, trust and respect for Investments with its Members and the stakeholder community.
- Provide written reports on progress
- Financial reporting on all site activities, Community Projects and Site Developments
- Development of Site Developments in line with the Site Development Plan approval process
- Work within the Investments Health & Safety, Environmental and Quality processes and procedures.
- Ensuring effective communication with all stakeholders and community groups during the construction period and following completion including ability to attend network opportunities and engage with all levels of stakeholders both internally and externally.

Person Specification

Skills	Essential	Desirable
Relationship and partnership management	X	
Property development experience and mindset	X	
Negotiating and problem solving	X	
Acting as an ambassador and networking at all levels	X	
Report writing in a concise, accurate style	X	
Effective Conflict resolution	X	
Knowledge	Essential	Desirable
Track record of working in a complex Public Private Partnership or similar environment.		X
Awareness of macro-economic factors affecting the property market		X
Behaviours	Essential	Desirable
Personal integrity and ability to take a balanced view of complex issues	X	
Ability to build trust between partners	X	
Proportionate approach to risk management	X	
Ability to communicate effectively and persuasively at all levels	X	
Personal enthusiasm, commitment, energy and drive	X	
Qualifications	Essential	Desirable
High levels of numeracy and literacy (including IT and Project Management IT systems)	X	
Degree or equivalent level formal qualification eg QS / APM	X	
Other relevant professional qualification or accreditation (RICS/CIOB etc)		X
Skilled in the use of Argus Development Software		X