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| **Role title** | Groundworks Manager |
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| **Department** | Groundworks |
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| **Business unit or function** | England and Wales Hire |
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| **Role reports to** | Regional Groundworks Manager |
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| **Roles managed** | n/a |
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| **Purpose of the role** |
| To lead and manage a multi-discipled team of contractors, consultants and internal personnel to deliver Groundworks projects from inception through to conclusion of all matters. Responsible for all component elements, Financial, Contractual, Programming, Pre-Construction Planning, Health and Safety and Project Management.Working alongside Building Services and the wider Hire Division teams, the role holder will promote and support an ethos of collaboration and proactive communication.In addition to the above, the role is key to the successful performance of the Groundworks business unit, as such the holder is expected to offer ideas for continuous improvement and support implemented initiatives. |
| **Accountabilities of the role** |
| Order Winning & Business Development* Assist Hire centre teams in generating orders by attending client sites and producing / managing tender submissions including Groundworks quotations, Scope of Works (SOW) and other supporting documents / information to ensure proposals are accurate, value engineered and fit for purpose. Qualify & appraise opportunities and manage stakeholder requests to maximise the efficiency of work winning resources.
* Carry out internal business development to build and maximise potential new opportunities. Develop strong relationships & lines of communication with internal England and Wales Hire personnel and promote the Groundworks business unit across areas of the Portakabin Group through structured initiatives.

Project Delivery & Teamwork* In conjunction with other members of the project team, manage the pre-construction planning of projects taking ownership of Groundworks related requirements including but not limited to, site set up, contractor appointment, programming, health & safety plan and confirming / distributing scope of works, drawings & associated documentation to parties as required.
* Prior to commencement, brief the Site Groundworks Controller, where available, or contractors and other stakeholders on the details and requirements of a project and ensure they have received all applicable information / documentation to undertake their role.
* Throughout the duration of works on site, be responsible for overall project management within Groundworks including interfacing with England and Wales Hire Project teams, external clients and contractors / consultants as required, work closely with the Site Groundworks Controller resource to ensure risks are identified and mitigated in a timely manner and delivery requirements are met.

Commercial / Financial * Ensure the Portakabin commercial position is robust by obtaining multiple quotations when necessary and appraising contractors returns to demonstrate compliance with the opportunity requirements and value for money.
* Protect and enhance income, margin and cash flow through the managing of client facing value, subcontractor accounts and project variations. Ensure subcontractor claims are valid and costed correctly and drive value recovery from clients where justifiable. Place and administer subcontractor orders including payments. Proactively manage financial performance / forecasting and support the BU management team in the same.
* Effectively manage internal systems (e.g. SAP) to ensure project information (e.g. quotations) customer and financial information (e.g. value / costs) are kept up to date and systems are aligned.

Health & Safety* Personify “Zero Harm” and promote a culture of proactive Health and Safety management by ensuring safe working and giving consideration to health and wellbeing. Ensure that all projects are planned / managed and contractors act in accordance with the requirements of applicable legislation & regulations (e.g. HASWA 1974, CDM Regulations 2015) along with industry approved codes of practice and Portakabin Site Operations Manual.

Quality* Ensure that all works and operations are carried out and completed in accordance with any applicable project specific specifications, quality systems e.g. ISO 9001 & British Standards (BS) and at all times comply with the principles laid out in the Divisional Customer Charter.
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**Competencies, Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

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| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Gains clear agreement and commitment from others by persuading, convincing and negotiating  | X |  |
| Gathers comprehensive information to support decision making | X |  |
| Produces workable solutions to a range of problems | X |  |
| Listens, consults others and communicates proactively | X |  |
| Works productively in a high pressure environment |  | X |
| Demonstrates financial awareness |  | X |
| **Qualifications** | **Essential** | **Desirable** |
| GCSE Maths and English at Grade 4 or above | X |  |
| Full UK driving licence. | X |  |
| Educated to A-Level standard |  | X |
| Project Management Qualification (Prince2 or similar) |  | X |
| **Previous Experience** | **Essential** | **Desirable** |
| Previous experience in a construction project related role | X |  |
| Proven experience of managing health and safety within a construction environment. | X |  |
| Proficient at interpreting / recording client requirements and planning actions to deliver | X |  |
| Demonstrate ability to work independently and drive in new initiatives | X |  |
| Previous experience of identifying & mitigating risk  |  | X |
| Demonstratable experience in project & stakeholder management |  | X |
| Previous experience in a customer / client facing role |  | X |
| Previous experience in managing financial performance and identifying key data |  | X |
| Technical knowledge specific to groundworks operations |  | X |

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| **Organisation Chart** |
| Typical Structure, although varys region to region |