|  |
| --- |
|  |
| **Role title** | Project Manager |
|  |
| **Department** | Project Delivery |
|  |
| **Business unit or function** | Sales (England & Wales) |
|  |
| **Role reports to** | Operations Manager (small modular) |
|  |
| **Roles managed** | People within the task on specific projects, as allocated |
|  |
| **Purpose of the role** |
| To ensure allocated projects are delivered safely, on time, to specification, on budget and to the satisfaction of the client. |
|  |
| **Accountabilities of the role** |
|  |
| 1. Take full project management responsibility for allocated projects to ensure successful delivery.
2. Lead multi-disciplinary teams to successfully deliver allocated projects.
3. Maintain or improve upon as sold margins and maintain positive cash flow.
4. Manage project risk and report by exception to management.
5. Support Bid activity when required.
6. Ensure compliance with contractual terms and conditions along with effective management and resolution of any contractual conflict and disputes
 |

**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.

|  |  |  |
| --- | --- | --- |
| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Establishes good relationships with customers and colleagues | X |  |
| Provides others with a clear direction | X |  |
| Takes responsibility for actions, projects andpeople | X |  |
| Planning & Organising | X |  |
| Produces workable solutions to a range of problems | X |  |
| Delivers results & meets customer expectations | X |  |
| Complies with legal obligations and safety requirements of the role. | X |  |
| **Qualifications** | **Essential** | **Desirable** |
| Good standard of secondary education | X |  |
| HND / Degree level education in construction and /or management practices |  | X |
| NEBOSH Construction certificate |  | X |
| Full UK Driving licence  | X |  |
|  |  |  |
| **Previous Experience** | **Essential** | **Desirable** |
| Track record in project management  | X |  |
| Experience working in the built environment | X |  |
| Negotiating contract terms and final accounts |  | X |
| Understanding of commercial contracts (JCT, NEC) & P21 |  | X |
| Producing and maintaining project programmes | X |  |

|  |
| --- |
| **Organisation Chart** |
|  |

Project Manager x 4

Construction Planner

Site Manager x 2

Operations Manager