

Job Title: Senior Project Manager

Reporting To: Operations Manager

Key Relationships: Operations Manager
Project Directors
Design & Sales Managers
Finance Controller

Main purpose of role:

To ensure the smooth running and delivery of projects.

Main Duties of role:

- To manage the project teams, the materials, equipment and logistics in line with the Company Values and Vision; year plan and budget.
- To facilitate the smooth running of projects through robust project management.
- To ensure that the client is provided with an excellent experience.
- Line Management responsibilities

Experience:

- 3-5 years delivering complex construction projects (through all RIBA stages) with experience of managing large project teams with multiple disciplines (timber experience desired)
- A firm understanding of the practical application of construction contracts namely JCT and NEC 3 (NEC 4 desired)
- Suitable Project Management qualification or membership to a recognised project professional body (i.e APM, RICS etc)
- A firm understanding of the practical application of RIBA plan of works 2021

Details:

- **Operations**
 - To plan, negotiate and organise logistics for on-site work.
 - Materials procurement
 - Services procurement
 - Deliveries and Transport
 - Team Logistics
 - Health and Safety notifications / Liaise with external H&S consultants
 - Risk Assessments & Method Statements
 - Lift plans

- Other requirements of the contractors as may arise from each contract
 - Specific requirements of each project contract
 - Manage design development and approvals
 - Process development and implementation
- **Planning & Communications**
 - To hold regular meetings with project teams for the purpose of briefing, planning, liaison during the project and debriefing.
 - Review job performance and track profitability
 - To manage the communications link between the fabrication and installation teams and other functions (namely Design and Sales)
 - Communicating programmes with clients and/or other contractors during the project.
 - Providing feedback on project performance (via company software and other reports) to the Operations Manager, and the weekly operations meetings as required.
- **Staffing**
 - To resource project needs with staffing levels needed
 - To ensure that staff are inspired, motivated, guided, supported and developed in accordance with the Company strategy and values.
 - To ensure that at all times statutory provisions are complied with, and that, wherever possible, other Directives and Regulations and best practice guidelines are followed.
- **Procurement**
 - To undertake material and services procurement for all aspects of operations, ensuring regular reviews and specific negotiations to obtain appropriate balances of price, quality and timeliness: delegating to the Practice Manager as appropriate.
 - To ensure that materials are kept tidy, accessible and in good condition.
- **Strategic**
 - To take part in and reporting to the weekly operations meetings
 - From time to time, participating in the decision-making process of the Board of Directors and/or Operations Manager.
 - To perform ad-hoc duties as directed from time to time by the Board of Directors and/or Operations Manager.
- **General**
 - To ensure that the Company meets all statutory and other external requirements, and to fully meet the needs and requirements of the Board of Directors.
 - To review the financial performance measurement systems and quality systems and to work with operational staff to identify actions to improve the results and the craft of our work.

- To take responsibility for self-development and ensure own training is current.
- **Design**
 - To perform duties as a design resource on live projects within the company, either for projects you are managing, or projects managed by others.
- **Health & Safety**
 - To assist the Company in meeting their Health and Safety obligations.
 - Due diligence for your and your colleagues' safety.