JOB DESCRIPTION

JOB TITLE:	**Major Works Project Manager**
GRADE:	4
REPORTING TO:	Major Works Manager
RESPONSIBLE FOR:	2 x Major Works Project Surveyors 1 x Customer Experience Support

ROLE SUMMARY

To lead and manage the delivery of the cyclical, capital investment works contracts, environmental works programmes for believe housing and to ensure the effective delivery of all services.

To be responsible for the effective delivery of all construction related work in these areas ensuring that contractors and suppliers are effectively managed and are delivering a customer centric, value for money service.

To be a strong manager and inspire and motivate to deliver outstanding performance, embed great team-working and ensure a high-performance culture. Have excellent commercial acumen, have the ability to challenge, support, influence and engage a variety of stakeholders, and be customer focused.

MAIN DUTIES AND RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities:

- To manage the delivery of all construction work projects for your area of responsibility, including major investment projects, cyclical works and special projects including demolition of buildings and alterations. Ensuring regular reports are received to a high standard for all schemes and that any issues are rectified with the appointed contractor where applicable. You will provide regular updates on progress, cost and risk during delivery of all schemes and will provide timely performance and progress updates to relevant internal and external stakeholders as may be required during delivery.
- Contribute to the development of effective performance management arrangements across the service and ensure the regular monitoring and reporting of appropriate performance indicators, standards and targets.

- Attend and lead pre-contract, progress and other related meetings on behalf of the organisation and manage external contractors ensuring that robust cost and quality control procedures are adhered to and that safe site working practices are always maintained.
- Assist with the procurement of contracts and services for your area of responsibility and oversee the management of contract orders within your area of responsibility. Including overseeing and authorising any variations to the contract and ensuring these are issued in writing.
- Ensure timely and meaningful consultation is undertaken with customers and other relevant groups/individuals as required to ensure a customer focused service.
- Manage ongoing communication with customers and staff to ensure good relationships are developed and that all relevant parties are informed of issues in a timely manner.
- To support with the analysis of the performance of suppliers and contractors during the contract stage and following contract completion. Checking compliance with contract terms and conditions.
- To manage designated scheme budgets; ensuring value for money is achieved in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularities.
- Ensure properties are handed over to a high standard with all key certification and documentation in place, and strict timescales are agreed with the contractor to rectify any defects identified. You will liaise with internal colleagues to ensure homes are complete and safe to handover to customers and provide all other information to internal and external stakeholders upon completion as may be required.
- Support the development and implementation of service improvements and corporate initiatives to deliver innovative services that meet real need.
- Represent and promote the organisation externally, proactively building partnerships and collaborative working relationships to optimise resource use and embed learning where appropriate.
- Preparing presentations and feeding into reports on all construction related activities for your area of responsibility.
- To develop and roll out procedure manuals for the planning and delivery of works programmes, ensuring these are understood by all stakeholders.
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. The nature

of the post may require commitment outside of normal office hours, including working on evenings and occasionally at weekends when the needs of the Directorate require.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• Educated to level 4 in a construction related qualification and/or relevant extensive experience in a similar project management role for a housing provider.	• Educated to degree level in a construction related qualification. • A member of either the RICS or CIOB or a similar level of strategic and commercial management experience • Evidence of ongoing professional development.
Experience	• Managing property related contracts in a similar environment • Proven track record of leading a high quality, high volume customer-led service • Experience of negotiating with contractors and suppliers • Implementing and managing Performance Management Systems	• Experience of preparing management team and/or Board reports • Working with a variety of stakeholders taking feedback on board and using it to influence decisions. • Experienced in procuring external contractors and consultants.
Skills/knowledge	• The ability to work with a high level of pressure to manage workloads to ensure compliance targets are achieved. • Can demonstrate an understanding of budgets and how to control expenditure • Knowledge of Value for Money and Performance Management. • Strong interpersonal skills, including being able to influence, persuade and present • A good understanding and use of IT packages e.g., spreadsheets,	• Ability to analyse and process technical data.

	databases, word processing applications and stock condition databases. • Good organisational skills and ability to produce quality work to tight deadlines • Ability to network and form strong working relationships	