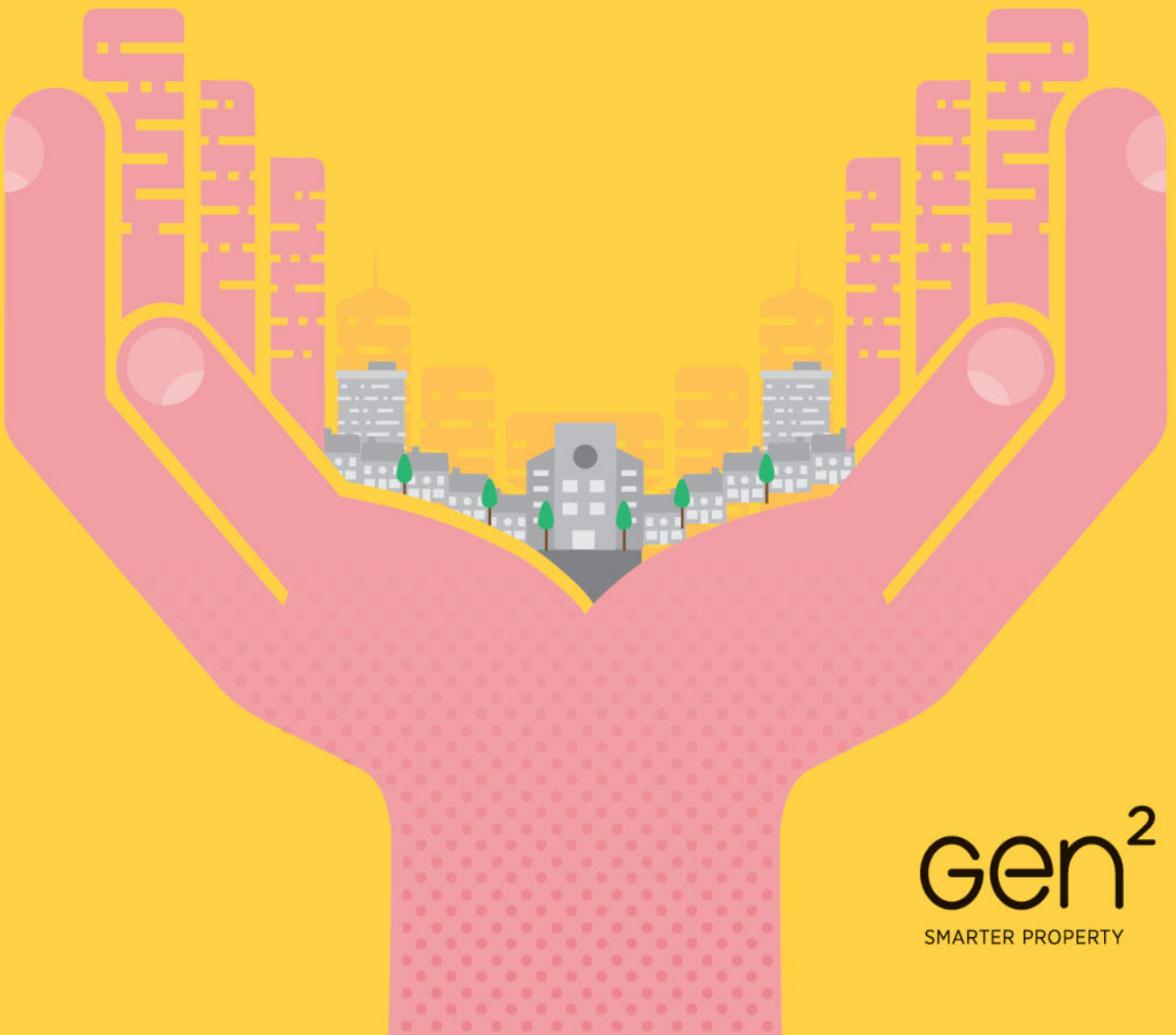


Project Manager

with a Quantity Surveying and Contract Administration background

INFORMATION, JOB DESCRIPTION &
PERSONAL SPECIFICATION



Gen²
SMARTER PROPERTY

Project Manager

Information, job description and personal specification

This purpose of this document is as a guide to provide you with details of our company; what you can expect when you work with us; our requirements of the role; and skills and competencies that we will be looking for in a potential employee.

Who we are

Gen² are trusted public sector property experts. We're transforming the management of public buildings and spaces for current and future generations through our inside knowledge of the sector. We have recently undertaken a period of significant change and transformation and we are growing and steering in a new direction. The coming years have presented some very exciting opportunities and developments and as such as are looking to expand our current talented team of property experts.

Gen²'s background has proven significant property excellence. We have been key property partners to major local authorities and have delivered comprehensive property services for a £1.8b billion property portfolio, as well having delivered £750 million of Capital Project delivery in the education sector since our conception five years ago. Our team of experts are enabling and facilitating the delivery of a diverse range of services for the public sector across London, Kent, East Sussex, the wider South East and even as far as Lincolnshire.

We are actively recruiting an individual who shares our commitment to improving public services and who is able bring skill and commercial awareness to ensure we deliver value for money and maximise clients' assets, ensuring that our public sector clients are at the heart of what we do and that our strong and trusted relationships with our public sector clients continue to thrive.

Our Vision

Our vision is to be the trusted property services advisor of choice to public sector clients. We understand our client's needs and objectives and our work supports the delivery of social and financial value. We do this by delivering excellent standards of service, in a commercially aware but ethical manner.

Project Manager

Based at Maidstone, Kent

Holiday allowance: 25 days

Flexible working practices

The post holder may be required to provide their support flexibly as required by changing business needs and as directed by the Head of Real Estate, Projects, Commercial and FM.

Main Purpose and Duties of the Role:

- Project Management of Minor Works projects (up to £1M);
- Contract Administration of Minor Works projects (up to £1M);
- Self-deliver small projects (<£0.2M) Establish the brief, scope the works, draft all required documentation, procure and manage the works;
- Drafting of Employer's Requirements to support Tenders predominantly Minor Works projects (up to £1M) but supporting Major Projects (Schedule of Works, Specifications, Drawings, Supporting Document etc.);
- Project programming;
- Technical Support on construction matters;
- CAD Drawing for Minor Works schemes;
- PM / CA support on Major Projects;

In support of our Commercial team:

- Cost Management (QS) of Minor Works projects (up to £1M);
- Cost Management (QS) support on Major Projects;
- Preparation of Tender Documents (Invitation of Tender, Pricing Documents, Form of Tender, Preliminaries etc.);
- Quantity Surveying duties (Budgets, Cost Estimates, Cost Planning, Measurement, Valuations, Payments, Final Accounts etc.);
- Procurement support (Consultants, Main Contractors, Specialist services etc.);
- Contract Negotiation and Drafting (Consultant Agreements, JCT Works and NEC Contracts).

This Job Description is subject to periodic review and amendment.

Ideal Candidate Experience:

- Experienced as a Project Manager with a technical background of Quantity Surveying, Building Surveying or other appropriate technical background, with a minimum 3 years' experience in these roles;
- Experienced in Contract Administration of JCT Contracts;
- Experienced in delivering projects within both the public and private sector, in the areas of Education (Nursery through to University), Community and Residential;
- Demonstrate a good understanding of construction project delivery requirements, understanding of the role of the wider project team;
- Project programming experience (Microsoft Project or similar);
- Knowledge of work-related Health & Safety procedures, Statutory Compliance requirements, Building Control requirements, Building Services, Knowledge of the Planning process.

Person Specification

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by Gen² to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

PERSONAL SPECIFICATION

The following personal specification outlines what we are looking for in an applicant. Applicants should describe in their application how they meet these criteria. Applicants who have a disability and who meet the criteria will be shortlisted.

QUALIFICATIONS	<p>Relevant to the Built Environment, A Level's, NVQ Level 3 or Equivalent</p> <p>5 GCSEs (or equivalent) inclusive of English & Mathematics</p> <p>Working towards or willing to work towards a Chartered qualification relevant to the role (Project Management or Surveying).</p>
EXPERIENCE	<ul style="list-style-type: none"> • Relevant experience within the Built Environment (minimum 5 years). • Held position as: Project Manager, Quantity Surveyor or Building Surveyor (or equivalent). • Direct experience of all stages of the construction project process. • Experience in Maintenance related projects, Mechanical, Electrical. • Experience of the Estate Management and Facilities Management environment. • IT literate, including use of Microsoft Word/Excel/Outlook.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent interpersonal skills, both oral and written; • Excellent communicator at a variety of levels with a range of stakeholders; • Able to work on own initiative, taking responsibility for actions and decisions surrounding area of accountability; • Ability to work to tight deadlines and deliver best value results on behalf of client, challenging where appropriate; • Demonstrate sound decision making delivering positive yet sensitive outcomes, knowing when to escalate; • Excellent organisational ability, demonstrating sound project and financial management; • Able to use a range of Microsoft or similar packages to an advanced level; • Ability to work flexibly to support other teams and individuals as and when required; • Ability to analyse information and data; • Ability to work effectively in a multi-agency environment; • Ability to work autonomously and with minimum direction.

