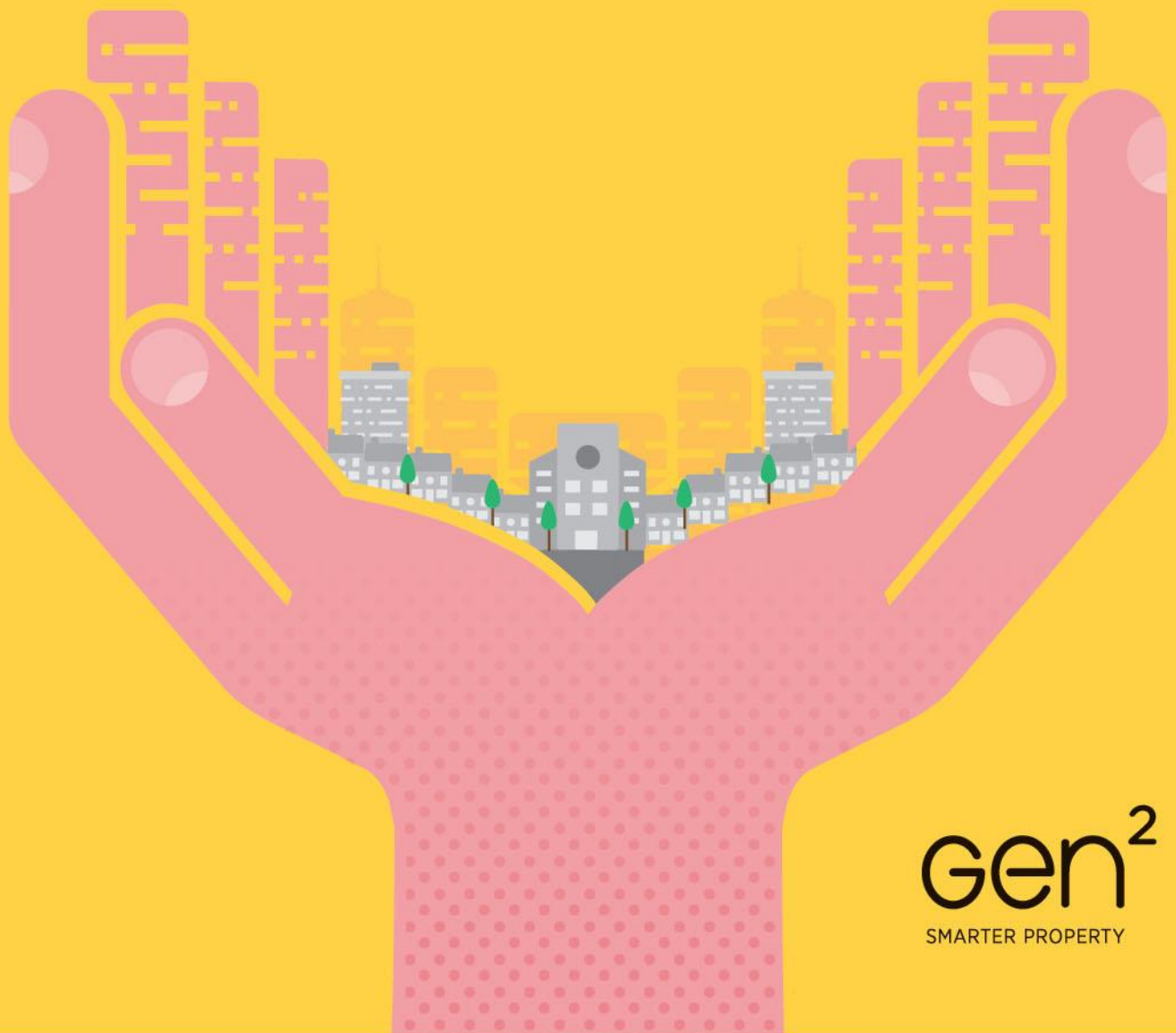


Project Manager

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 prospective applicants with details of the company; what you can expect when you work for us; requirements of the role; and skills and competencies that we will be looking for in a potential employee of the company.

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.

And we're growing. Having successfully secured a five year agreement with Kent County Council's infrastructure division and securing new clients, GEN² is looking to expand its talented team of property professionals.

We manage 1,800 properties with a combined value of £1.87bn and have delivered £535 million of capital projects over the last three years. Our team of experts enable and facilitates the delivery of a diverse range of services for the public sector across London and the South East.

GEN² are driving innovative new changes to support the need to deliver services differently. We are keen to work with an exceptional individual who has the energy, drive and ambition to help us do things differently.

Someone 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.

Our Vision

Our vision is to be the trusted property services advisor of choice to public sector clients in London and the South East. 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.



JOB & BENEFITS SUMMARY

Project Manager
Reporting to Programme Manager
Project Management
Sessions House, Maidstone, ME14 1XQ
Salary from £38,415 Holiday allowance: 22 days
Company Pension
Flexible working practices

Purpose of the job

On behalf of the company and its clients, be responsible for the delivery of complex construction projects in line with time, budget and quality criteria.

Establish and manage project teams to facilitate project implementation, determine priorities and ensure completion to the client expectations.

Undertake duties in line with the Employers Agent/Contract Administrator role on appropriate projects.

The post holder will need to lead and accept accountability for their projects, making day to day decisions to ensure the success of their project and the wider capital programme, escalating risks to the Programme Manager as appropriate.

They will also be expected to provide supportive management to Assistant Project Managers and Project Officers.

Main duties & responsibilities

1. Use effective project management processes across all projects.
2. Work effectively in a collaborative management environment.
3. Demonstrate leadership within a project team and wider stakeholder structures to deliver projects on time, on budget and to agreed quality standards.
4. Identify and liaise with key stakeholders on the development of projects through the relevant stages. Ensure that clarity of roles and responsibilities are determined, and that projects are progressed in line with affordability requirements and overall project timescales. Act as the main point of contact in relation to projects for both internal and external stakeholders.
5. Undertake all administrative and financial management duties related to the projects.
6. Prepare reports in the required timeframe necessary to obtain approval through governance processes as required. Present project reports to stakeholder groups and public consultations as required, promoting clear and effective communication and ensuring high quality outcomes are delivered.

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7. Coordinate, review and manage risks and salient issues. Ensure that all risks connected with the delivery of the project are identified alongside strategies and actions to mitigate these risks.
8. Undertake duties as required as an Employers Agent/Contract Administrator in line with the project outline. These duties may include preparation of feasibility, tender and contract documentation, management of contractors whilst on site and preparation of contract variation documents during the life of the project.
9. Undertake post project reviews and analyse, benchmark and present the results.
10. Manage change control processes within the lifecycle of the project to ensure all actions are suitably recorded.
11. Manage effective performance review mechanisms to monitor progress and delivery of all projects, including relevant sanction policies. Complete all benchmarking requirements accurately and within required timescales.
12. Ensure all necessary documentation and records are completed in a timely manner.
13. Represent the company and its clients in negotiations as required to facilitate the completion of the project. When necessary, lead any dispute resolution and escalation processes in the best interests of the company and its clients.
14. Communicate in a confident, authoritative and assertive manner that is in line with established policies, practices and priorities of the company and its clients.
15. Be responsible for the application of all relevant internal strategies, policies and best practice on every project. Be cognisant of the wider national initiatives and legislative requirements.
16. Take responsibility for sharing and encouraging positive changes and best practice across the wider team.



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	Educated to degree level (or equivalent) in a building related field, and/or a suitable building industry qualification commensurate with the post, and/or significant building industry experience.
EXPERIENCE	<p>Experience of working in a building industry environment in a managerial capacity commensurate with the post.</p> <p>Substantial experience of directly managing major contracts and projects within a Capital Programme background.</p> <p>Experience of multi-agency working within the building sector.</p> <p>Experience of managing a range of contract forms and varying project types</p>
SKILLS & ABILITIES	<p>Excellent interpersonal skills.</p> <p>Ability to work independently, using your own initiative.</p> <p>Willing to take responsibility for actions and decisions taken.</p> <p>Ability to work to tight deadlines and deliver best value results on behalf of client, challenging where appropriate.</p> <p>Sound decision making skills.</p> <p>Ability to be an innovator and a motivator.</p> <p>Good communication skills, both written and oral.</p> <p>Ability to liaise with staff at all levels to accomplish satisfactory results.</p> <p>Excellent organisational ability, demonstrating sound project and financial management.</p> <p>Ability to use a range of Microsoft (or similar) packages, including Word, Excel and Project, to an advanced level.</p>
KNOWLEDGE	<p>Knowledge of RIBA Project Stages, BIM, Government Soft Landings and Modern Methods of Construction.</p> <p>Understanding of a range of contract types.</p>

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<p>VALUES & BEHAVIOURS</p>	<p>PROFESSIONAL Employees are expected to maintain the highest professional and ethical standards.</p> <p>COMMERCIAL Employees should provide optimum financial outcomes for our clients.</p> <p>COLLABORATIVE Employees work with clients to achieve success.</p> <p>INNOVATIVE Employees deliver smarter property solutions.</p>
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