

One Vision Housing

Job description

Our vision: To be the best
Directorate: Asset Management
Team: Asset Management
Job title: Project Manager
Responsible to: Reinvestment Delivery Manager
Responsible For: Assistant Project Managers

1	Job purpose
1.1	To lead a multi-disciplined team of construction professionals, assist the Reinvestment Delivery Manager in providing a complete, proactive and cost efficient construction / asset management service for the business. Delivering within programme and budgets whilst providing for a high level of customer satisfaction and the management of associated risks. Working closely with key internal colleagues and external partners to deliver excellent customer service that meet the aspirations of our residents.
2	Key objectives
2.1	To be responsible for the provision of a professional Asset Management / Project Management service for the business, to manage design drawings, preliminaries and specifications to provide a tender package for Procurement.
2.2	Assist the Asset Team with financial planning, budget setting, and budget optimisation from the programmes of work delivered. This includes ensuring programmes are delivered on time, within the agreed budget and to the required standards.
2.3	Procurement <ul style="list-style-type: none"> • Check and agree site start critical path programme with the Project Manager. • Prepare and manage the procurement schedule. • Ensure all orders are placed in accordance with policy and procedures. • Assist in the preparation of Tender Reports to identify non-compliant tenders etc. • Tender submission interrogation and due diligence meetings with sub-contractors. • Full awareness of budget constraints and commercial positions.

	<ul style="list-style-type: none"> • To work closely with the groups procurement manager. • Ensure all Health and Safety procedures are followed.
2.4	<p>Budgeting / Forecasting / Cost Reporting</p> <ul style="list-style-type: none"> • Produce regular detailed cashflows for budgeting and accounts purposes. • Accurately report variances in regard to omissions and additions of work. • Preparation of monthly financial statement. • Management of Variations and changes - timely agreement and closure of issues. • Value Engineering exercises to reduce time and cost. • Management of site Instructions. • Management of provisional sums and expenditure against budget. • Complete monthly cost and value reconciliations. • Identify, manage, reduce and drive out unnecessary costs and inefficient activities. • Preparation of risk registers and management of risk and opportunity. • Ensuring internal payments and valuations are monitored and submitted in upon receipt.
2.5	<p>Supplier and Contractors</p> <ul style="list-style-type: none"> • Ensure and oversee the issuing of contractor tender packages. • Be responsible for procurement of contractors and sub-contractors. • Knowledge and experience of JCT suited main contracts and sub-contracts. • Ensure timely attendance and performance on site. • Manage and oversee interim payments to contractors and subcontractors. • Complete reconciliations and re-measures of contractor accounts. • Settlement and negotiation of final accounts within timescales.
2.6	To lead in the design criteria for projects and where necessary prepare drawings and ensure that all designs conform to current regulations and legislation.
2.7	Ensure the Asset Management Strategy for the Group is translated into objectives and key performance indicators. Mechanisms are in place for reporting at management team and resident panels.
2.8	To take the lead with the delivery of large scale component replacement schemes, option appraisal, feasibility studies, refurbishment and remodelling schemes, demolition programmes and large scale insurance works and monitor costs within the business.
2.9	To lead, develop, manage and mentor where required a highly competent team which can deliver a broad range of services. Maximise the contribution of this team and others through effective management and leadership.
2.10	<p>Communication / Teamwork / Networking</p> <ul style="list-style-type: none"> • Manage and mentor Assistant Project Managers under your control. • Maintain effective communication with Reinvestment Delivery Manager / Contractor, other departments and other associated disciplines. • Provide commercial advice to the team. • Assist the Reinvestment Delivery Manager in delivering commercial training to staff when possible.
2.11	<p>Meetings</p> <ul style="list-style-type: none"> • Attend meetings on site with internal / external contractor or sub-contractor.

	<ul style="list-style-type: none"> • Initiate discussions regarding project performance and provide commercial input to project strategy. • Present current issues at management meetings and regular meetings with the Reinvestment Delivery Manager.
2.12	Build and manage productive and positive relationships with the Procurement consortia, contractors and consultants through which One Vision Housing procure goods and deliver services.
2.13	To take the lead and be responsible to provide advice on scheme control, design cost efficiency and life cycle costing to the Reinvestment Delivery Manager.
2.14	To ensure the teams compliance with statutory obligations for all areas of property services for which your team are accountable. This includes Construction Design Management (CDM), Asbestos, COSHH Health and Safety Act and other current legislation for all works the team deliver.
2.15	Experience of managing staff teams, performance management frameworks, setting objectives, appraising staff and building good working relationships with internal and external stakeholders.
2.16	Ability to produce clear, well-structured reports to Boards, staff and community governance structures which aids effective decision making.
2.17	To lead and attend residents meetings to discuss proposed or existing programmes of work undertake and lead resident consultation, leaseholder consultation and party wall consultation.
2.18	To keep appraised of standards term, clauses and specifications and to take account of new legislation, industry practice and innovation.
2.19	To diagnose building defects and to recommend remedial works. To develop a specification of works along with contract documents.
2.20	To deputise for and assist the Reinvestment Delivery Manager as required.
2.21	Provide a professional management service from inception to completion throughout all stages of projects and deliver a customer focused service.
2.22	To advise and ensure the appropriate contract documentation is used, including the preparation of such contracts.
2.23	To effectively manage contract negotiations and settlement of final account.
2.24	To have an excellent understand of the latest asset management software applications. To take the lead to develop with the wider team and Reinvestment Delivery Manager a 5 year investment strategy for the business.
2.25	Ability to identify risk, manage and ensure safeguard of One Vision Housing.
2.26	To develop One Vision Housing's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of work undertaken.

2.27	To adhere with section 7 of the Health and Safety at Work Act to take reasonable care of own health and safety and that of others who may be affected by their acts and omissions.
2.28	To support the Reinvestment Delivery Manager in the development of a strategic investment plan for the borough and deliver the business obligations under the current sustainability and eco agenda.
2.29	This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements.