

Personal specification

Job title: Project Manager
Directorate: Asset Management
Team: Asset Management
Salary: £41,616

		Desirable /Essential	Method of assessment
Qualification	A degree in construction related discipline with minimum 4 years post qualification experience.	D	AF
	RICS chartered , CIOB or studying towards chartership.	D	AF
Experience	Track record of estimating, project surveying and procurement of materials and building services on new build residential development projects.	E	AF/I
	Experience of generating detailed cost analysis for Repairs and maintenance, Low / High Rise and refurbishment/reinvestment programmes.	E	AF/I
	Writing trade specifications and aligning these with drawing details.	E	AF/I
	Negotiating contracts and agreeing variations.	E	AF/I
	Assisting the Asset Management team in assessment of viability of possible future opportunities.	E	AF/I
	Experience in forms of contract and drawing up service level agreements.	E	AF/I

	Full procurement knowledge including, OJEU, Fusion 21, procurement consortia and traditional tendering via E-Procurement.	D	AF/I
	Improve subcontractor/supplier database and build on relationships with existing to achieve best value on cost and quality.	D	AF/I
	Experience of working with contract law consultants and interpreting the guidance received to use in contract disputes.	D	AF/I
Knowledge, skills and abilities	Current knowledge of materials and labour costs.	D	AF/I
	Ability to work well within a multi-disciplinary team.	E	AF/I
	Significant Experience in the field of Asset Management and Construction Project Management. A fundamental knowledge of the construction industry in general, and field of quantity surveying/ Project Management/ Building Surveying in particular.	E	AF & I
	Knowledge of professional disciplines involved in building construction projects and their duties and responsibilities.	E	AF & I
	Experience of managing and supervising a multi-disciplinary team to deliver projects through pre and post contract stages.	E	AF & I
	An ability to prepare verbal and written technical and financial reports.	D	AF & I
	Ability and knowledge of Asset Data Base, to use computerised systems to control and monitor service delivery programmes and budgets.	D	AF & I
	Excellent IT Skills and attention to detail.	E	AF/I
	Ability to identify, quantify and manage risk.	E	AF/I
Other	A tenacious and dedicated approach.	E	AF/I

AF = Application form

I = Interview

T = Test

