



## **JOB DESCRIPTION**

### **PROJECT MANAGER**

<b>JOB TITLE:</b>	Project Manager
<b>REPORTING TO:</b>	Director
<b>RESPONSIBLE FOR:</b>	Project management across a range of projects and line management of team members.
<b>WORK BASE:</b>	Suite E, Queen's House, 123-129 Queen's Road, Norwich
<b>CONTRACT TYPE:</b>	Permanent
<b>WORKING PATTERN:</b>	Full-time, Monday to Friday
<b>ANNUAL SALARY:</b>	Guideline salary £40,000-£45,000. Remuneration negotiable dependent upon experience.

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### **Main Responsibilities**

- **Provide project management support to the Director**
- **Work collaboratively with multidisciplinary teams to deliver a diverse portfolio of civil engineering, construction and infrastructure projects**
- **Be highly organised and act under own initiative**

Are you passionate about project management with a background in civil engineering / construction? If you are looking for a long term, stable and varied role that offers continuous training and development then we would love to hear from you.

We are seeking a Project Manager to help deliver our exciting portfolio of civil engineering, infrastructure and construction projects. The role offers an excellent opportunity for an experienced project manager to become part of a dedicated team that works together to provide our clients with the highest possible level of service.

- You will provide project management support to the Director
- You will act primarily on your own initiative to ensure the smooth delivery of a wide variety of projects
- We will support you where you need it, helping you to develop the skills and knowledge you need to progress
- You will work with a range of clients and every day will be different and varied
- We offer a flexible approach to working arrangements and styles
- You will have the scope to pursue projects that interest you and influence the development of our project portfolio to utilise and develop your skills and experience

- There are progression opportunities for the successful candidate to develop their career with us as the company grows
  - Greyfriars Project Management is an organisation that embraces diversity and respects the different perspectives they can bring
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## Job Specification

### Project Management

- Project management duties including managing programme, finance, resource, risk and quality
- Monitoring project budgets, managing change and anticipating problems
- Supporting and managing multidisciplinary teams to deliver projects to client requirements as required
- Reporting:
  - Quality reporting
  - Schedule review and progress reporting
  - Contract administration support and reporting
  - Risk and opportunity management and reporting
  - Coordination and attendance of meetings with key project stakeholders
  - Organisation and coordination of technical engineering, cost, contractors and scheduling meetings
  - Production of project documentation required to successfully deliver projects
  - Developing and implementing management systems, as required, supporting delivery and quality
  - Present project progress and cost update reports at project review meetings
- To continuously improve and assist in ensuring all key performance indicators and other set objectives are exceeded where possible
- Professionally manage delivery of projects by external consultants and contractors and ensure that all contracted parties fully meet appropriate standards, terms and conditions of their engagement.

### Financial management

- Managing project budgets
- Financial assessment and budget reporting

### Communications and external relations

- Collaborate with clients, project sponsors and key stakeholders across the public and private sectors
- Nurturing and managing client relationships and satisfaction
- Stakeholder liaison and influencing
- Communicate key deliverables and deadlines across projects
- Communicate effectively with people at all levels

### Operation and delivery

- Work effectively with others, internally and externally, to embrace opportunities and find innovative ways to overcome challenges while maintaining the effectiveness of operational delivery
- Line management of junior team members such as assistant project managers and project officers as required
- To assist in developing and improving processes and procedures relating to the management of the company's project portfolio and day-to-day operations
- Identify resource requirements to support project objectives
- Act as ambassador for Greyfriars Project Management and its services across events and networks at local and regional level to maintain positive company reputation, build relationships and promote business development
- Ensure activities are delivered to the highest standards

## Technical

- Providing expertise and leadership in design and delivery of a range of multidisciplinary projects
- Reviewing and checking technical designs, specifications and reports to ensure compliance with contract requirements
- Writing technical reports
- Programme management

Note: This job description is not an exhaustive list of the responsibilities and activities that the job holder may be required to undertake.

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## Person Specification

### Experience

- Degree or equivalent in Civil Engineering, Quantity Surveying or a similar Construction related qualification
- At least 3 years' relevant post-qualification experience in a project management, civil engineering or construction environment
- Proven experience in the end-to-end coordination and successful delivery of construction or engineering projects
- Site experience and client facing experience
- Relevant professional or chartered status, e.g. Chartered or Incorporated Engineer, APM, RICS
- Relevant project management or equivalent professional qualification (e.g. PRINCE2) – (desirable)
- Leadership and line management experience
- Live in commutable distance to Norwich or ability to relocate

### Competence, knowledge & skills

- Competent knowledge of designers' responsibilities under CDM
- Good understanding of contract administration and management under NEC4 and JCT contracts
- Good understanding of contractual issues and risks relating to project delivery
- Excellent written and verbal communication and interpersonal skills including the ability to positively relate to others at all levels
- Programme management experience including familiarity with Primavera P6 (desirable)
- Experience of managing clients and other project stakeholders
- Proactive and flexible approach, with an ability to adapt to changing scenarios
- Strong IT skills including Microsoft Office applications, project management software and knowledge of data management environments
- Thorough working knowledge of procurement practices used in design and construction including forms of tender, conditions of contract and forms of partnership
- Proven ability of management and reporting
- Working knowledge and demonstrable experience of statutory procedures, contract preparation and management, planning and funding bids
- Working knowledge of RIBA stages 1-7
- Sound knowledge and understanding of financial planning, budget monitoring and construction cost control
- Local authority/public sector experience or understanding of the local government, political environment
- CAD and design experience (desirable)
- Risk assessment experience
- Full driving licence or ability to make site visits at various locations
- Familiarity with project management tools and techniques such as Building Information Modelling (BIM)

- Ability to be an ambassador for the company and support business development by nurturing new clients and contracts

### **Personal qualities**

- High level of personal drive, motivation and commitment to project delivery
- Excellent customer care
- Passionate with the curiosity and creativity to solve problems
- Confidence to work under pressure with the ability to prioritise and plan effectively
- Ability to build and lead multi-organisational teams
- Ability to work independently and on own initiative and be proactive
- Flexible and methodical approach with the ability to multi-task and prioritise
- Discretion - confidentiality when dealing with sensitive information
- Attention to detail with the ability to effectively manage tasks through to completion
- Conscientious with excellent organisation and self-management skills
- Pragmatic approach to working
- Responsible with a commitment to maintaining the highest standards of behaviour and quality of work
- The ability to work as an integral part of a team contributing to team success, communications and a positive working environment

Note: Please bear in mind that you do not need to meet 100% of these to be considered for the position.

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## **About Greyfriars Project Management**

Our mission is to help our clients thrive by delivering successful projects on time and to budget.

Greyfriars Project Management Limited is an experienced project management and planning consultancy specialising in the development and infrastructure industry.

We are a dynamic team with vast experience in delivering both public and private sector projects.

Our vision: We provide the highest quality project management services that deliver practical solutions to complex problems. We establish long lasting relationships and collaborate with clients to add value to projects, place, community and environment.

### **Our core values:**

- ✓ Understand our client's vision
- ✓ Provide the highest quality of service
- ✓ Work in a collaborative manner
- ✓ Plan for successful delivery
- ✓ Provide pragmatic support and solutions
- ✓ Add value to project outcomes
- ✓ Actively control and manage projects
- ✓ Clear and effective communication
- ✓ Desire to progress through the ranks of the company

**If you're interested in this role, please forward an up-to-date copy of your CV, including your full employment and education history and availability to work to [info@greyfriarspm.com](mailto:info@greyfriarspm.com).**

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If you would like an informal discussion about the role, please feel free to email us with your contact telephone number and availability.

**Keywords:** Project, Manager, Management, Programme, Civil, construction, Engineer, Engineering, Technical, Infrastructure, Norwich, Norfolk, Commercial, Quantity Surveyor