

## JOB DESCRIPTION

<b>Role Title:</b>	Project Director	<b>Location:</b>	Bildeston / London
<b>Department:</b>	Projects		
<b>Reports to:</b>	Managing Director	<b>Direct Reports:</b>	Senior Management Team

<b>Role Overview:</b>	<p>You are responsible for Managing and Directing contracts to completion within the Project Departments and supporting the Contracts Director.</p> <p>Use your ability to identify, pursue, and convert new opportunities into winning work as well as driving business growth through scouting new opportunities and networking.</p> <p>Oversee the commercial performance of projects within your division. Collaborate closely with the Divisional Senior Surveyor to monitor and report on profit and loss, ensuring a strong focus on profit maximization</p> <p>To influence, shape and lead the strategic direction of the department going forward and having the right passion, drive and enthusiasm to fit into TMJ's company leadership.</p> <p>Ensure all projects within your division comply with the latest legislation, standards, and expectations at TMJ. This includes staying updated on regulatory changes, implementing best practices, and maintaining high-quality standards throughout project execution</p> <p>Responsible for the leadership and setting the direction to the reporting senior managers. You will use your effective leadership skills and excellent communications to motivate your teams to deliver the highest standard of service possible.</p> <p>You will directly instigate and influence the development of industry leading operational practice to ensure seamless and effective ways of working and excellence in service delivery between the business functions.</p>
<b>Roles &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• The direction, management and coordination of all current projects.</li> <li>• Delivering all projects to programme and at the level of quality promised/undertaken.</li> <li>• Ensuring that all procedures are followed, and programmes are updated</li> <li>• Working closely with and motivating your project/site management teams</li> <li>• Work closely with the Pre-Contracts Director regarding winning work strategy and key target projects</li> <li>• Working closely with and maintaining good working relationships with all contacts at main contractors/architects/PQS/Project Managers to ensure the Company meets its sales forecasts</li> <li>• Ensuring tenders are chased up and actively take part in the chasing process and obtaining feedback</li> <li>• Working closely with business development in compiling presentations for</li> </ul>

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	<p>new work tendered</p> <ul style="list-style-type: none"> <li>• Liaising with the Operation, Production, Commercial and Finance Directors to ensure all Company objectives and targets are achieved</li> <li>• Ensure Board Objectives are achieved</li> <li>• Continuously strive to improve the business whilst bringing people along with the changes</li> <li>• To nurture and build a high performing and motivated team that will deliver exceptional operations</li> <li>• To set strategies and delivery plans</li> <li>• To ensure that our processes and technology adapts, changes and improves in line with business needs</li> <li>• To ensure that the products and services are of the highest quality, delivered on time to meet customer obligations and expectations</li> <li>• Lead and champion best practice in safety, quality and environmental standards</li> <li>• Oversee and direct the department Managers to ensure optimum levels of work</li> <li>• Drive a positive culture within the organization</li> <li>• To lead on the further development and evolution systems and process improvements which will improve efficiency and productivity</li> <li>• Keeping abreast of regulatory and market changes to identify new business opportunities</li> <li>• Ability to represent the company externally in front of clients and future customers/associates</li> <li>• Promoting/Working towards the Company Mission Statement, Core Values and Company Annual Objectives</li> <li>• Demonstrate the ability to add value by sharing knowledge and consider how changing and emerging issues may impact the success of the organization</li> <li>• Selection and Recruitment of new employees, following guidance and legal requirements</li> <li>• Working closely with HR to actively run processes if any people management concerns such as performance, absence, grievance, disciplinary's in line with the company handbook. In general to go to the team for all HR advice and support.</li> <li>• Managing, overseeing any team restructures, training requirements and personal developments – succession planning for the future.</li> <li>• Any other duties the Company may ask you to perform</li> <li>• Working to the high level of quality expected within the Department.</li> <li>• Ensuring compliance with all Company Quality and Environment Procedures</li> <li>• Ensuring compliance with all Company Health &amp; Safety Policies and Procedures</li> </ul>
<p><b>Necessary Skills/Aptitude/ Knowledge/ Experience:</b></p>	<ul style="list-style-type: none"> <li>• Senior/Management Qualification</li> <li>• Prior Management experience</li> <li>• Joinery Knowledge/experience and or Construction Industry background</li> <li>• Ability to build strong relationships with both their team and cross-functionally</li> <li>• Have an excellent approach to customer satisfaction</li> </ul>

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	<ul style="list-style-type: none"> <li>• Understand the complexities of a fast-paced manufacturing business</li> <li>• Driven individual who wants to work in a positive forward-thinking culture</li> <li>• Detail-oriented, thorough and able to use own initiative to solve problems and issues</li> <li>• Must have the ability to work well in a team ensuring that tasks are completed and issues are followed up and closed</li> <li>• Excellent time management and time keeping</li> <li>• Focused on execution</li> <li>• Flexible and willing to adapt to changing business requirements</li> <li>• Ability to work well under pressure</li> <li>• Skill to prioritize workload and deal with busy deadlines</li> </ul>		
<b>Desirable Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"> <li>• Management Qualification</li> <li>• Joinery Experience</li> <li>• Experience of the construction industry</li> <li>• Ability to fully understand detailed working drawings from architects and designers, all aspects of manufacturing workshop construction and installation.</li> <li>• Understanding of proposals, blueprints, specifications, and related documents.</li> <li>• Microsoft Office particularly Excel, Word, and Outlook.</li> <li>• Financial awareness including reading accounts</li> <li>• Budget planning</li> <li>• Sales Forecasting</li> <li>• Awareness of tender process and associated prelim checks</li> <li>• Mental Health First Aider</li> </ul>		
<b>Qualifications:</b> (Desirable to do the job)	<ul style="list-style-type: none"> <li>• Degree Qualified or equivalent</li> </ul>		
<b>Key Internal Relationships:</b>	<ul style="list-style-type: none"> <li>• Managing Director</li> <li>• Non-Exec Director</li> <li>• Finance Director</li> <li>• Board of Directors</li> <li>• Senior Managers</li> <li>• Human Resources</li> <li>• All Employees – across all departments</li> </ul>		
<b>Key External Relationships:</b>	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Architects and other relevant project consultants</li> <li>• Main Contractors</li> <li>• Client PM &amp; PQS</li> <li>• Supply Chain partners</li> </ul>		
<b>Prepared By:</b>	Managing Director	<b>Date:</b>	January 2025