

## JOB DESCRIPTION

<b>Role Title:</b>	Project Manager	<b>Location:</b>	Bildeston/ London and Off Site Locations
<b>Department:</b>	Projects/Site		
<b>Reports to:</b>	Projects Director	<b>Direct Reports:</b>	Site Managers

<b>Role Overview:</b>	You are responsible for managing and coordinating one or more projects.
<b>Roles &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Ensure you comply with the 'Project Manager Responsibilities'.</li> <li>• Involvement in the tendering process as and when required.</li> <li>• Planning and programming projects from the point of winning a job to achieving Practical Completion.</li> <li>• Ensure that we achieve the quality we have promised/undertaken to deliver.</li> <li>• Ensure Trade Contractor Reports are issued on a regular basis.</li> <li>• Ensure regular review meetings are undertaken on all contracts at the factory.</li> <li>• Working closely with site management, the design team and the production facility to ensure all programs are achieved.</li> <li>• Working closely with your contact with the main contractor to ensure a good working relationship.</li> <li>• Management of and liaison with all subcontractors.</li> <li>• Be aware of the financial implications of any requests made outside the scope of our works and ensure that the Finance Manager responsible for your job is informed in order that an instruction can be issued.</li> <li>• Ensure all site operations comply with all Health &amp; Safety and Environmental regulations.</li> <li>• Ensure all site operations comply with all Company Quality Procedures.</li> <li>• Liaise with the Projects Director and keep him informed of any issues.</li> <li>• Promoting/Working towards the Company Mission Statement, Core Values and Company Annual Objectives</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><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• On receipt of a new project organise a contract start up meeting ASAP. Chair the meeting to ensure the project starts correctly and ensure minutes are taken and actions clearly noted.</li> <li>• Review contract programme with Design and Financial Managers and produce draft TMJ programme along with the Project Planner.</li> </ul>

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- Include hours against each item scheduled by the Financial Manager.
- Draft programme to identify resource requirement from design department.
- Agree design resource with Design and Drawing office Managers. Identify any potential subcontract design resource requirement.
- Agree manufacturing period with Production Manager.
- Ensure a procurement schedule is produced to monitor progress to ensure key milestone dates for long lead items are identified and met. Review procurement schedule with DM & FM to ensure compliance with the TMJ programme.
- Review final draft of the TMJ programme with the FM & DM and issue to the main contractor for approval/agreement.
- Review TMJ programme against progress on a regular basis.
- Chair regular contract review meetings – (at a minimum of fortnightly).
- Regularly review manufacture against programme with the Production Manager.
- Review all variations issued with the FM & DM and incorporate within the TMJ programme. Ensure main contractor is advised of all cost/programme implications.
- Regularly review the JPR with both the FM & DM to ensure targets are met.
- Ensure any delays within the design attributed to outstanding information are identified and reported to the main contractor.
- Identify any potential costs through delay with the FM and advise the main contractor.
- Ensure instructions are issued/received from the main contractor for all additional works.
- Ensure Trade Contractor Reports are issued on a weekly basis or as required by the contract.
- Manage and liaise with all subcontractors to ensure they comply with the TMJ programme.
- Ensure updated programme is issued to the Site Manager where applicable.
- Work closely with your contact with the main contractor to ensure a good working relationship.
- Ensure that we achieve the quality we have promised/undertaken to deliver.
- Ensure the Site Manager is briefed in detail at the start of the project and issued with an up to date programme, scope of works, drawings and schedules.
- Ensure the Site Manager organises and books deliveries with the production manager to comply with the programme.
- Ensure the Site Manager informs the PM of any delays on site and that the correct correspondence is issued to the main contractor confirming this.
- Ensure the Site Manager adequately manages the site labour resources and subcontractors to achieve programme deadlines.
- Ensure all site operations comply with all Health & Safety and Environmental regulations.
- Ensure all site operations comply with all Company Quality Procedures.
- Ensure that the Site Manager records and manages all snagging works during

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	<p>and up to the completion of a project and achieves a successful close out of his project.</p> <ul style="list-style-type: none"> <li>• Liaise with the Projects Director and keep him informed of any issues.</li> <li>• Achieve Client Satisfaction through successful delivery of a project.</li> </ul>
<b>Necessary Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"> <li>• Diplomacy</li> <li>• Motivational skills</li> <li>• Good overall knowledge of Joinery and Construction Industry</li> <li>• Ability to read drawings</li> <li>• Flexibility, patience and a positive approach to tasks</li> <li>• Leads by example and strong work ethic.</li> <li>• Excellent accuracy and attention to detail.</li> <li>• Able to work well under pressure and manage a busy workload</li> <li>• Supervisory/Management experience</li> <li>• Effective communication skills – verbal, written, oral</li> <li>• Good time management and time keeping</li> <li>• Ability to prioritise workload and deal with busy deadlines</li> </ul>
<b>Desirable Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"> <li>• TMJ Leadership Programme</li> <li>• Supervisory skills</li> <li>• Overseeing a team</li> <li>• Worked in a similar role or at least 5 years' experience.</li> </ul>
<b>Qualifications: (Desirable to do the job)</b>	<ul style="list-style-type: none"> <li>• ILM Leadership Course</li> <li>• Management Qualification or equivalent</li> <li>• SMSTS</li> <li>• Fire Marshall</li> <li>• First Aider</li> <li>• CSCS Card Black or Gold</li> <li>• IPATH for Managers</li> <li>• PASMA</li> <li>• NVQ Level 6</li> <li>• CIOB</li> </ul>
<b>Key Internal Relationships:</b>	<ul style="list-style-type: none"> <li>• All Internal Departments</li> <li>• Workshop Managers</li> <li>• Department Managers/Supervisors</li> <li>• Directors</li> <li>• All colleagues within the Business</li> </ul>
<b>Key External Relationships:</b>	<ul style="list-style-type: none"> <li>• Suppliers</li> <li>• Clients</li> <li>• Visitors</li> <li>• Contractors</li> </ul>
<b>Prepared By:</b>	<div></div> <div><b>Date:</b></div> <div>November 2024</div>