

JOB DESCRIPTION

Job Title : Project Manager
Location : Based at the Nottingham Office
Reports to : Partners and Associates
Employment Type : Permanent – Full Time

Purpose:

To plan, manage, monitor and deliver construction projects to the clients agreed criteria (e.g. time, budget and quality) pre and post contract. To help develop new clients and sectors.

Function:

- Client Liaison
- Consultant Procurement
- Fee Administration
- Project Management Pre and Post Contract
- Communication
- Programming
- Goal Setting
- Problem Solving
- Teamwork
- Contract Administration
- Employers Agent
- Chairing Meetings / Minutes
- Project Risk Management
- Project Document Administration

Roles & Responsibilities:

- Understand and deliver the clients' brief.
- Identify and agree solutions to clients and consultants' problems.
- Chair project and design team meetings and distribute minutes.
- Ensure a programme is prepared and issued for each project.
- Ensure the project documents are prepared using the company templates.
- Ensure the client and project team are organised efficiently, targets are set and deliverables are received on time.
- Ensure the programme and project documents are updated.
- Ensure co-ordination between the project team, client and contractor.

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- Present written progress reports to the client / line manager.
- Deliver projects on time or before to the clients agreed criteria.
- Assist the project team with the tender process.
- Assist with project bids and business-related tasks when required.
- Chair lessons learnt meetings.
- Ensure that a polite and helpful manner is always used.

Education & Experience	Level / Discipline	Essential / Desirable	Comments
Industry related degree level qualification	Degree Level or working towards	Essential	
Project management industry related experience	3-5 years plus	Essential	
Knowledge of JCT and NEC contracts	Knowledge and experience of	Essential	
Experience at working for a main contractor/developer	Knowledge and experience of	Desirable	
Must demonstrate a proven track record of learning and development	Continuous	Essential	

Key Competencies	Essential / Desirable	Comments
Must be able to work part of a team and autonomously	Essential	
Must have strong communication skills (Face to face, email and telecom)	Essential	
Must have a good understanding of the RIBA stages, roles and responsibilities	Essential	
Most have strong procurement skills	Essential	

Must have a strong technical understanding of the construction process.	Essential	
Must have strong values	Essential	
Must be punctual	Essential	
Good time management	Essential	
Must be competent using Microsoft computer software	Essential	
Must be a self-starter, with a passion for the industry and progression	Essential	
Must be willing to travel to London once per week	Essential	

What do we offer?

- Competitive salary and pension scheme.
- A friendly and professional work environment.
- Staff development & APC support.
- Equal opportunities.
- Full time employment.

How to apply for the position?

- Please respond by email to confirm your interest and role you are applying for with a cover letter and CV.
- Emails must be sent to office@stockdaleuk.com
- Successful applicants will be contacted within 2 weeks of application and invited to participate in the interview process.

Interview process

- Informal telephone interview.
- 2 stage interview process.
- (Please provide photo identification, proof of citizenship and certificates of qualification at interview).