

Project Manager

London

Purpose of Job:

The Project Manager is responsible for the planning, management direction, project completion, and client satisfaction of assigned building services projects. They will be required to coordinate all contractual requirements, using design drawings and project specifications to tender and deliver works on behalf of the Client. Acting as the Project Management Consultant, strong communication and organisational skills are required to oversee the Contractor and organise stakeholders to deliver MEP projects in operational buildings.

Duties and Responsibilities:

- + On-site Project Management
- + Project Coordination and Project Controls
- + Design Planning and Coordination
- + Technical Reviews
- + Cost tracking and Job Cost Analysis
- + Tender Management and Analysis
- + Project Programming and Programme Management
- + Risk Management
- + Contractor Management
- + Engaging and managing other consultants where required
- + Liaising and coordinating with local authorities on all matters in relation to planning and building control
- + Chairing Weekly Progress Meetings and Assigning Actions
- + Project Progress Report Generation
- + Change Management
- + Application for Payment Verification
- + Contract Administration of JCT Contracts
- + Warranty Review & Procurement

Requirements:

- + Understanding and application of Project Management through RIBA design stages
- + Understanding statutory and regulatory compliance requirements within CDM environments
- + Experience of working within an office and/or design team environment
- + Excellent team worker
- + Experience in managing and running projects from £100k to £2m+ construction value
- + Understanding IMS and QA procedures.
- + Demonstrable building services knowledge skills gained with working in a Building Services environment
- + Experience of all Microsoft packages including MS Project
- + Commitment to maintaining high-quality standards with an eye for detail
- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training
- + Commit to achieving or maintaining Chartered status through relevant professional institution
- + Support the development of team members and undertake the mentoring of members of the project management team
- + Familiarise and learn about sustainable low energy initiatives and to share this with other members of your team and wider within the Partnership

Person Specification:

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> + Knowledge of various project lifecycles and the requirements at each stage. + Familiar with a tender process and analysis for selecting / proposing contractors. + Understanding of procurement routes and ability to communicate these to Clients. + Familiar with CDM obligations for stakeholders. + Demonstrable building services knowledge gained through working in a building services environment. 	<ul style="list-style-type: none"> + APM / RICS Qualification or equivalent. + Knowledge of Contract Administration duties, and familiarity with JCT or NEC contract suites. + Understanding of RIBA design stages and the requirements at each stage.
Skills	<ul style="list-style-type: none"> + Organised and able to stay on top of workflows + Strong communication and presentation skills + Confidence to chair meetings to ensure successful outcomes + Ability to use KPI to drive projects in a timely manner. + Ability to manage and communicate risk, issues and their impact to projects. 	<ul style="list-style-type: none"> + Ability to use Microsoft Project to manage a programme. + Ability to manage a cost plan throughout a project lifecycle. + Ability to read technical drawings and specifications to review as-builts.
Experience, qualifications and prospects	<ul style="list-style-type: none"> + Experience in managing project ranging from £100k to £2m+ in construction value. + Worked in a consultancy environment + Familiarity with working in occupied buildings. + Experience of all Microsoft packages + HND in relevant engineering subjects or project management. 	<ul style="list-style-type: none"> + Aiming to work towards a professional membership or chartered status. + Strong negotiation skills + A BEng, BSc, MEng, or MSc in a relevant engineering subject.
Attributes and Personal characteristics	<ul style="list-style-type: none"> + Ability to manage multiple projects at any given time. + Goal orientated. + Works well within a team. + Able to analyse and manage multiple stakeholders successfully. + Desire to network and grow the business. 	<ul style="list-style-type: none"> + Confident speaking to stakeholders across all areas of a Project. + An interest in new technologies and renewable energy systems. + An interest in environmental sustainability in the workplace and home.