

Project Manager

Level:	Grade 10
Team:	Assets
Reports to:	Assets Projects Manager
Responsible for:	Senior Project Officer, Project Officer

About the job

- You will manage the delivery of the organisation's projects and programmes of work, including but not limited to its annual capital investment programme, ensuring all necessary information is in place for projects to commence and be delivered ensuring the Principal Contractor is in a position to undertake the works in accordance with agreed timescales, budgets and deliver them to agreed standards and specification.
- Along with managing and coordinating key stakeholders, to manage pre-construction, construction and post-construction phases of projects/programmes of work, as required by the organisation.
- Ensure projects are developed and delivered successfully, ensuring compliance with all applicable legislative and regulatory requirements, notably CDM Regulations, building safety and Building Regulations.
- Lead on communications and engagement within and between service areas, customers, owner occupiers, leaseholders and consultants and contractors to ensure the organisation's capital investment programme is delivered in accordance with specified standards, required timescales and to the satisfaction of customers.

You'll be trusted to

- Manage the team to ensure the successful delivery of the organisation's capital programme, with oversight of multiple workstreams, ensuring that programmes of work are progressed and planned in.
- Deliver a portfolio of large-scale capital work programmes and projects at pre-construction, construction and post-construction phases ensuring all requirements are met.
- Develop a strong network, both internally and externally, to facilitate the delivery of capital programme requirements, and ensure that best practice and regulatory/legislative requirements are being met.
- Ensure all pre-start and contractor information is in place to allow the delivery of projects on the capital investment programme.

- Manage the flow of information including collating/fulfilling requests for information, maintaining information to ensure smooth undertaking and effective delivery of current and future projects/budget.
- Act as client and customer representative when developing, procuring and managing contractual relationships to deliver professional/construction services, to ensure value for money, manage identified risks, ensure high levels of customer care and high quality in the standards of investment.
- Maintain a high level of construction knowledge and changes to H&S legislation etc., to ensure the effective and safe delivery of a variety of construction projects.
- Liaise across the organisation to ensure that all necessary arrangements are put into place to ensure the smooth undertaking and completion of all projects.
- Liaise with all specialist consultants including designers to ensure the proposed works meets the needs of the business as well as legislative and compliance requirements including best practice.
- Manage the development of works programmes in order to effectively deliver the organisation's Asset Management Strategic Plan.
- Provide accurate and timely key performance information (KPI), including financial and non-financial information to provide assurance regarding performance.
- Advise senior managers on development and improvement to service delivery in accordance with legislative changes and good practice.
- Innovate and seek out ideas and products that will benefit Vico Homes and its customers.
- Ensure all requirements and duties under applicable legislation and regulation, including but not limited to CDM Regulations and Building Regulations, as well as applicable policies and procedures, are fulfilled as part of the successful development and delivery of projects;
- Manage and oversee other key workstreams and projects as required by the organisation in relation to its assets, including those related to building safety and high risk buildings.
- Manage and facilitate the pre-start, construction phase and demobilisation of project delivery to ensure scheme and financial viability is maintained, including managing risk, information flow, ensuring a seamless transition between pre-start to operational start to project completion.
- Provide all necessary project completion documentation to internal stakeholders, in the required timescales and to the set standards, to ensure key asset management information can be entered into core business systems and reported at the necessary Boards, Groups or forums.
- Assume direct responsibility for the controlling and working within agreed budgets, identifying areas of value engineering and updating senior managers of potential variance on projects.
- Monitor performance and standards of delivery of contractor, ensuring that information relating to delivery and performance is collected accurately and reported in accordance with deadlines and standards both internal and external.
- Act as lead manager to manage complaints coming in for the service area and ensure these are dealt with in line with current procedure.
- Keep up to date with best practice and the regulatory and legislative landscape in relation to assets and construction, assisting in the identification and management of risks within their service area.

- Participate in training and CPD to maintain and enhance professional standards, including participation in relevant officer forums, conferences and other external meetings.
- undertake any other duties commensurate with the grade and overall purpose of the job.

Who you'll work with

Internal: All Vico Homes Colleagues and Board members

External: Regulator of Social Housing, customers, contractors, consultants, local authorities, funding bodies

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 5 of the Regulated Qualifications Framework, such as a HNC, Award, Certificate or Diploma at level 4 or equivalent, in a relevant subject area.	✓		AF/CQ
IOSH – Managing Safely		✓	AF/CQ
Valid CSCS Card	✓		AF/CQ
Project management qualification	✓		AF/CQ
Experience in the project management of large construction or planned maintenance projects.	✓		AF/I
Experience of, and significant success in, establishing and maintaining effective performance measures that have returned continuous improvement in service delivery.	✓		AF/I
Proven track record in a position in a property services department of a housing or construction organisation.	✓		AF/I
Experience in the delivery of investment programmes through partnering arrangements	✓		AF/I
Excellent communication skills with employees, managers, tenants, operatives, supply chain representatives and stakeholders.	✓		AF/I
A confident, independent and effective decision maker.	✓		AF/I
Self-motivated to work with minimal supervision, and able to motivate a diverse work force to deliver an efficient and effective service.	✓		AF/I
Capable of delivering results to tight deadlines and under pressure.	✓		AF/I
Well-developed understanding of client/contractor functions delivering investment programmes within a large organisation.	✓		AF/I
Knowledge and practical experience of Project Management	✓		AF/I
Excellent understanding of applicable regulations related to health & safety and building safety and ability to challenge stakeholders robustly to ensure safe delivery of projects at all times	✓		AF/I
Understanding of the strategic aims of the organisation together with the broader issues of social housing	✓		AF/I
Knowledge and practical experience of using IT as analytical and management tools.		✓	AF/I

Ability to obtain, analyse and present performance information	✓		AF/I
Excellent attention to detail	✓		AF/I
Commitment to quality, customer service, best practice and best value in all aspects of organisations operation	✓		AF/I
Ability to motivate individuals and teams to achieve performance requirements	✓		AF/I
The post holder must hold a valid, UK driving license with the ability to travel throughout the district and to other locations as required by the business.	✓		AF/CQ
SMSTS		✓	AF/CQ
The post holder may be required to work outside normal office hours on occasion and have a flexible approach to hours of work.		✓	I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification