



Job profile

Project Manager - Capital Works

Grade K

Group: Housing, Environment and Healthy Communities

Service: Gateshead Construction Services

Location: Shearlegs Road

Line Manager: Service Manager - Capital works

Car User Status: Casual

Job Purpose

The operational Project management of construction projects for housing and non-housing capital investment works.

The key roles of this post will include:

1. To prepare detailed programs for construction projects.
2. To monitor, manage and update progress of Construction projects against programs.
3. To effectively co-ordinate & supervise teams engaged in the delivery of construction projects.
4. To monitor & manage employee performance and other related-related issues within all appropriate HR guidance / legislation.
5. To monitor & manage subcontractor performance and other related-related issues within all appropriate contract guidelines.
6. To manage, monitor and challenge financial and budget performance and other related issues within all appropriate standing orders.
7. To accurately record investment activities to properties updating ICT systems to aid with future asset management
8. To ensure compliance with appropriate specifications and codes of practice.
9. To deliver quality services with an appropriate framework (e.g. Best Value, Q.A.).
10. To be proactive in all aspects of health & safety management to comply with current legislation, including CDM Regulations, and promote a culture of good health and safety practice within the working environment.



11. Coordinate and monitor the delivery of all operations and activities of, but not limited to, domestic and commercial New Build, Renovations, and Investment works.
12. To demonstrate a positive, diverse and inclusive attitude to both internal and external customers and colleagues
13. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Principles of Construction
- Health & Safety regulations, including CDM Regs
- IT literate
- Project/Programme Management
- Relevant legislation
- Understanding of equality and diversity legislation
- Good verbal communication Skills

Experience

- Substantial demonstrable experience working on multiple technically complex projects with minimal supervision
- On-site managerial or technical work experience
- Reading and accurately Interpreting Construction Drawings and Specifications
- Producing Detailed Construction Programmes
- Health & Safety regulations, inc CDM Regs
- Managing employee and subcontractor performance
- Proficient in IT packages such as MS Project and Excel
- Working as part of a diverse and inclusive workforce

Qualifications

- Have a professional qualification such as a Degree or be working towards a degree in construction management or Certified Project Management Professional (PMP) qualification,
- SMSTS



- Driving License and access to a vehicle

Desirable:

Knowledge

- Ability to demonstrate a good understanding of equality and diversity and the ability to evidence how this would be displayed within the workplace
- Commercial Construction Methodology
- Installation of Eco upgrades to existing buildings under PAS:2035

Experience

- Design & Build
- Collaborative/Partnership working
- Use of AutoCAD

Qualifications

- Relevant professional / managerial qualification
- Qualified Prince 2 Practitioner
- Scaffold Inspection
- Temporary works Co-ordination
- 3 Day First Aid



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences
Developing Teams and Individuals	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
Managing Performance	Effectively manages the performance of teams and individuals to ensure results are achieved
Personal Impact	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
Making things happen	Empowers people to initiate change. Supports innovative ideas and new ways of working