L&Q Group

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| **Role title** | Project Manager | **Date** | 01/08/2017 |
| **Reports to Title** | Senior Project Manager/Construction Manager | **Version** | 1 |
| **DBS Disclosure Required:** | **Yes** |  | **No** | **√** | **Standard** |  | **Enhanced** |  | **Enhanced +** |  |
| **Responsibility for End Results** |
| Purpose - To advise and manage on all project related matters. Driving a specific project to delivery within budget and programme targets set whilst ensuring Health and Safety in accordance with L&Q Policy and delivery units to the highest quality. |
| **Key Responsibilities / Deliverables:** |
| **Main Accountabilities:** List the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%.  | ***Time******(%)*** |
| 1. Leadership and management including customer service/ values – Manage the construction delivery of a site whilst promoting a culture that delivers safe working and excellent customer service in line with L&Q group values. Plan and deliver the project site activities safely to completion, including the use of 3rd party subcontractors and suppliers. Lead, motivate, develop and appraise the site team.
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| 1. Strategy/ achieving objectives –Plan and deliver the project site activities safely to completion, including the use of 3rd party subcontractors and suppliers. Ensure activities of the team meet procedures, objectives and key performance indicators. Ensure Project delivery in accordance with performance targets in terms of safety, cost, quality and time. Manage, update and issue site programmes (target and contract) ensuring weekly updates to allow accurate forecasts for project completion.
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| 1. Working with others – internal - Work collaboratively with all colleagues in Development & Sales division and L&Q generally to continually improve best practise and drive group objectives. Ensure effective communication is maintained with all departments.
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| 1. Working with others – external – Develop, maintain and influence relationships with key stakeholders and partners, including third-party liaison with consultants and contractors. Contribute to corporate stakeholder management. Where required, represent L&Q on external working groups, speaking engagements, etc. and positively promote the Group.
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| 1. Budgetary responsibility - Manage and control budgets for activities managed. Operate within the set budget for the project.
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| 1. Compliance - Ensure H&S, regulatory & governance compliance for areas under the job holder’s control. Health & safety compliance is a priority. Strive to further best practise in all safety matters.
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| 1. Records and systems - Maintain the necessary relevant L&Q records and systems in accordance with procedures and best practise.
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| 1. Risks - Manage risks associated with areas under the jobholder’s control. Ensure that effective controls are in place to highlight and limit risk.
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| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. |
| Work within the expenditure authority levels to which your role is accountable.  |
| **People Responsibility:** Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range.  |
|  | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | 1-5 | 1-5 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities. |
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| **Technical Knowledge/Skills**  |
| List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications |
| * Able to demonstrate a proven track record managing new build projects for a main contractor or developer. Previous experience in different construction methods - **Essential**
 | * HNC or equivalent, CSCS accredited, current 1st aid, 5 day SMSTS - **Essential**.
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| * Commitment to providing high levels of customer satisfaction and demonstrable experience in working positively in customer facing environments - **Essential**
 | * Excellent written and oral communication Skills - **Essential**
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| * Demonstrable collaboration, stakeholder management, negotiation and influencing skills - **Essential**
 | * Strong project co-ordination skills and the ability to multi task and meet deadlines - **Essential**
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| * Computer literate with a good proven competency in MS Office - **Essential**
 | * People management skills - able to lead, motivate and inspire others at all levels to deliver against demanding objectives – **Essential**
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| * Able to demonstrate financial and commercial acumen, including associated risk management skills – **Desirable**
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| **L&Q Values** |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions. |
| **People** |
| * We care about the happiness and wellbeing of our customers and employees
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| **Passion** |
| * We approach everything with energy, drive, determination and enthusiasm
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| **Inclusion** |
| * We draw strength from our differences and work collaboratively
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| **Responsibility** |
| * We own problems and deliver effective, lasting solutions
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| **Impact** |
| * We measure what we do by the difference we make
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| **Other**  |
| * Commit to supporting L&Q’s environmental policy and social mission
* I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks
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