# **L&Q Group**

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| **Role title** | Project Manager (Contract Management) | | | | | | | **Date** | | 01/08/2017 | |
| **Reports to Title** | Head of Project Management (Contract) | | | | | | | **Version** | | 1 | |
| **DBS Disclosure Required:** | **Yes** |  | **No** | **√** | **Standard** |  | **Enhanced** |  | **Enhanced +** | |  |
| **Responsibility for End Results** | | | | | | | | | | | |
| To project manage the delivery and internal reporting functions for all externally and internally contracted projects in line with business plan , ensuring a focussed approach to establish excellence in quality and internal and external customer satisfaction and meeting company objectives. | | | | | | | | | | | |
| **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 – Deliver excellent customer service in line with L&Q values. | | | | | | | | | | | 20 |
| 1. Strategy/ achieving objectives - To undertake day to day delivery and management of identified projects, managing procurement and appointing consultants as required to ensure the delivery in accordance with good practise and procedure. Maintain a robust document management system and lead on the delivery and the handover of homes and assets of all tenures to the client. Be responsible for the provision of a fully compliant security charging pack to Treasury as required. Lead on Project Team working as required. | | | | | | | | | | | 20 |
| 1. Working with others – internal - Liaise with all internal stakeholders supporting schemes from acquisition through to handover and project review ensuring scheme success and reporting all stages within the business procedure requirements. Developing and influencing relationships to ensure relevant information is provided to stakeholders to support the programme and wider business objectives. | | | | | | | | | | | 20 |
| 1. Working with others – external - Represent the Trust with external stakeholders and other parties as required, ensuring project delivery in accordance with agreed standards and deadlines at all times having regard for resident satisfaction and financial strength. | | | | | | | | | | | 20 |
| 1. Budgetary responsibility - Ensure projects are delivered in accordance with the time, cost and quality and meet Trusts values, whilst maintaining highest level of customer service at all times. | | | | | | | | | | | 5 |
| 1. Compliance - Proactively contribute to personal awareness of industry development and standards to ensure ‘best practice’ within areas of control. To carry out all duties with due regard to Health & Safety Legislation and policy. | | | | | | | | | | | 5 |
| 1. Records and systems - Maintain the required Trust records and systems ensuring compliance with procedures including Project team working and Key Documents as well as statutory records relating to health and safety. | | | | | | | | | | | 5 |
| 1. Risks - Manage risks and risk registers and put effective controls in place to highlight and limit risk. | | | | | | | | | | | 5 |

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| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. | | | |
| To be responsible for the effective financial control of each project against the agreed budget and the approved business plan. | | | |
| **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** | | 0 | 0 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities. | | | |
| Construction companies and construction consultants. | | | |
| **Technical Knowledge/Skills** | | | |
| List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications | | | |
| * Able to demonstrate strong project management skills – **Essential** Housing sector experience or similar - **Desirable** | * Able to demonstrate good financial and commercial acumen, including associated risk management skills – **Essential** | | |
| * Highly developed organisational skills, able to demonstrate delivery and quality and negotiation skills in demanding customer faced environment – **Essential** | * Project Management qualification – Qualification (APM, Prince 2 or equivalent higher professional qualification) – **Desirable** | | |
| * Excellent Presentation and Networking Skills – **Essential** | * Excellent written and oral communication skills – **Essential** | | |
| * Demonstrable collaboration, stakeholder management, negotiation and influencing skills at all levels - **Essential** | * Computer literate with a good proven competency in MS Office – **Essential** | | |
| * Collaborative, customer focussed, team player – **Essential** |  | | |

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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 |
| **Passion** |
| * We approach everything with energy, drive, determination and enthusiasm |
| **Inclusion** |
| * We draw strength from our differences and work collaboratively |
| **Responsibility** |
| * We own problems and deliver effective, lasting solutions |
| **Impact** |
| * We measure what we do by the difference we make |
| **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 |