

JOB SPECIFICATION

Job Title: Projects Director

Reporting to: Managing Director

ROLE PURPOSE:

The Projects Director will play an integral part in influencing key contracts and planning ensuring company planning standards and procedures are being implemented. The successful candidate will provide technical advice to the Business Development team along with management and oversight to the whole construction program from initial design, through off-site construction to site delivery and installation.

INTERFACES:

Internal: Managing Director, Finance & Commercial Director, Head of Design & Technical Compliance, Head of Sales, Head of Manufacturing, Head of Special Works & Installations and Head of Construction.

External: Customers, Suppliers and Sub-contractors.

KEY RESPONSIBILITIES:

The major duties and responsibilities of a Projects Director include, but are not limited to, the following:

Management of the Business

- In accordance with corporate responsibility for the business, work effectively as part of the Executive Team and take a “whole company” perspective to managing issues.
- The job holder has corporate governance responsibilities which extend across all business areas and which require the job holder to actively promote best practice throughout the company.
- The job holder, with fellow Directors has corporate responsibility for the management of the company; including the general running of the company, setting budgets, minimising risks, maximising opportunities, achieving the company’s targets; and seeking to positively influence the progression and growth of the company.
- Responsible for effectively managing the Company’s Construction function to ensure best practices are followed, costs are controlled, the Company maximises revenue generation and contribution to the company’s operating profit and increases the value added to the company.

Pre-Construction

- To manage the pre-construction phase of the project utilising the RIBA Plan of Work Stages 0 to 4 which will include, but may not be limited to:
- Develop Strategic Brief and other core project requirements which may include preparation of the Project Execution Plan.
- Co-ordinate with the Heads of each department to prepare the Project Brief in order to drive processes to produce the conceptual design solution to allow accurate costs estimates to be prepared and the viable implementation of the project to be planned.

- To interface with both manufacturing and design to ensure that the most cost-effective solution is provided to achieve the project deliverables
- To identify and minimise contractual, financial, technical and operational risks.
- To propose and implement, in consultation with the Estimating Manager, the preconstruction cost estimate for projects.
- Client and consultant liaison and management.
- Resource management and allocation.
- Input into relevant recruitment decisions.
- To oversee the Developed Design ensuring design consultants have an agreed scope of service, O&M has been adequately considered, sustainability requirements have been achieved and Health and Safety Strategies have been clearly defined and implemented. Provide direct support on key bids.
- Oversee design input from Design Managers on relevant bids and liaise with the Head of Design & Technical Compliance regarding performance and time allocation. Design management support on key bids.
- Oversee the tendering and negotiation process. Providing input into programming of tenders and attend tender adjudications.
- Work with Estimating team to establish a list of subcontract tenderers.
- Develop strong working relationships with subcontractors, develop feedback and reporting procedures.
- Research new technologies and products to ensure best value tenders.

Project Planning

- In conjunction with Head of Construction, agree direction of build and locations for compounds and storage.
- Co-ordinate all programmed activities to provide the best fit for the business ensuring that information is available to maximise factory output.
- Identify critical path activities and monitor/report/react to ensure that plans are in place to meet key dates.
- Identify in advance a schedule of information required to meet the build programme and circulate as necessary.

Build Programme

- In conjunction with Head of Construction, produce build programmes and monitor and review in conjunction with Project Managers to ensure adherence to programmes.
- Liaise with the Commercial Manager on the appointment of suitable sub-contractors and suppliers to ensure adequate resources and expertise to achieve required quality within agreed timescales.
- Liaise with Head of Sales to ensure up to date understanding of Sales Pipeline to ensure the Build Programme optimises revenue generation for each project.

Build Quality

- Monitor and inspect projects regularly to ensure that all quality control procedures are being adhered to and that the highest standards of build are being achieved and reflected in outstanding Audit results.

Build Costs

- Liaise with the Finance and Commercial Director to ensure site and build costs are being controlled within budget. Attend all cost value comparison meetings to review costs and take necessary action to rectify variances.
- Review all extra over costs and variation orders to minimise cost whilst ensuring programme and quality is achieved.

Staff

- Ensure the right quantity and calibre of staff are recruited; and in accordance with company policy and procedures.
- Lead, motivate, communicate with, develop, appraise and performance manage staff to ensure they are fully motivated to achieve best performance to meet the company's needs.
- Ensure the Construction team runs in accordance with Company Policies and Procedures.
- Ensure that poor performance is not tolerated and is remedied via support, training or disciplinary action as appropriate.
- Recognise and encourage excellent performance.

Health & Safety

- Comply with responsibilities as laid down in the Company's Health, Safety & Environment Policy in order to ensure a safe working environment for employed, subcontractors and members of the public.
- Ensure compliance with the same, throughout the business.
- Review specific training needs with the Health & Safety Manager and ensure appropriate training throughout the team.

Customer Satisfaction

- Monitor and continually review the quality being produced to ensure that at all stages of construction achieve the highest standards.
- In liaison with Sales and Design colleagues, review services to customers, both pre and post completion, with Head of Construction, Project Managers and Aftercare Manager; and together with a quality product deliver the highest standard of customer satisfaction.

Meetings

- Attend bi-weekly Build and Sales meeting and keep the management team fully informed of site issues and progress.
- Prepare papers for inclusion in Company Board Pack, present current issues at Board Meetings and be involved in discussing and influencing all aspects of the business.

DUTIES/OBJECTIVES:

- Develops work plans and manages construction staff responsible for overseeing performance of sub-contractors.
- Monitors sub-contractors' work for compliance with schedule, budget, quality, safety, and overall conformance with the contract documents.
- Reviews contract documents and assists with procurement, bid launch meetings, and evaluations.
- Coordinates activities with other internal staff, departments, and public agencies.
- Resolves field construction problems in coordination with engineering staff, third parties, and other agencies as necessary.
- Attends progress meetings, develops status reports, and delivers presentations as required.
- Recommends policy and procedure improvements.
- Assists in negotiating with contractors regarding changes to design, construction work scope, and schedules.
- Develops and implements a quality audit program, monitors contractor corrective actions, and ensures a quality project conforming to plans and specifications.
- Monitors claims, suggests ways to mitigate impacts, and develops workarounds.
- Supports the Company's safety vision and complies with all safety rules, policies, and procedures maintains accountability for safety performance of subordinate personnel.

KEY SKILLS/DESIRABLE QUALIFICATIONS:

Knowledge, Skills & Abilities

To successfully perform the typical tasks and duties of the position, the knowledge, skills, and/or abilities listed below are required:

- Ability to effectively solve problems and conflicts.
- Ability to plan, coordinate, and provide leadership in the execution of complex construction projects.
- Knowledge of theory, principles, and practices of engineering, design and construction.
- Knowledge of design-build project delivery methodology.
- Ability to delegate and manage multiple operations effectively.
- Ability to assess the operational effectiveness of contractors.
- Possesses written and oral communication skills to support decisions and recommendations.
- Conducts meetings and provides effective leadership to construction team members.
- Develops and manages budgets within established parameters.
- Ability to analyse and interpret technical materials accurately and effectively.
- Effective in making objective decisions.
- Strong knowledge of engineering drawings and specifications.
- Strong team philosophy.
- Demonstrated interpersonal skills.
- Ability to work with construction contractors, vendors, and consultants.
- Demonstrated analytical skills.

Experience & Qualifications

Required

- Proven working experience as a Project Director, Pre-Construction Director, Operations Director or relevant role over a broad client base.
- Proven operations track record in construction/manufacturing related business.
- Experience in bid management and customer support.
- Must possess and be able to clearly articulate sound knowledge of CDM Regulations and demonstrate experience of implementation of the requirements of the regulations and monitoring of compliance.
- Ideally Degree level however HNC/HND will be considered with the right experience / Track Record or equivalent tertiary qualification.
- Sound knowledge of applicable project & construction HSE legislation and its impact on the business.
- In-depth understanding of Building Regulations.
- CSCS Black Management Card.

Desirable

- Knowledge of the modular/system build market.
- Knowledge of Residential, Education and Defence markets.
- Proficiency in MS Office and Project Planning software (e.g. Microsoft Project).
- Chartered Status in a relevant field or MAPM.
- NEBOSH Certificate/NVQ Level 4 or above.
- IOSH Directing Safely.
- Experience working as part of a BIM Level 2 environment.

Interacting & Communicating

- The ability to establish good relationships with internal and external team members and stakeholders.
- Good presentation and training skills both internally and client facing with proven track record at delivering presentations at tender stages.
- Results Driven: Demonstrates a passion and excitement for his/her work. Tackles problems head-on and works to resolve them without delay.
- Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers. Actively collects customer information and uses it to improve services and solutions. Manages the experience of customers to ensure positive relationships are established and maintained.
- Communication: Clearly communicates ideas, plans and priorities to others. Makes communication a priority so there are no surprises.
- Operational Excellence: Plans and organises work to safely achieve maximum efficiency and output. Delivers results consistently.
- Adaptability: Learns quickly. Adapts positively to changing business and customer demands. Is energised by change.
- Teamwork & Collaboration: Works for the benefit of customers, suppliers and the wider team.
- Focus on Excellence: Willing to go the extra mile to exceed expectations. Continually searches for ways to add value and take performance to the next level.
- Ability to work under pressure and meet deadlines.
- Excellent interpersonal skills.
- Ability to prioritise and delegate.
- Logical and analytical thinker.
- Initiate be open to and work with change (both cultural and technical).
- Proactively builds knowledge through sharing ideas and expertise with others.
- Willing to undertake additional tasks (within capabilities) to get the job done.
- Willingness to take ownership.
- Take a critical approach to work practice and identify & suggest improvements.

Analysing & Reporting

- Commercially focussed and a good understanding of financial and business information.
- Able to write clearly and succinctly in a logical and structured way linked to good analysis skills to produce practical solutions, reports and advice to a range of problems.

PLEASE NOTE:

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.