

Job Description

Construction Project Manager

Service/Team – Customer, Arts & Property – Facilities Management

Reports to – Senior Building Surveyor

Responsible for – N/A

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by - Delivering high value, complex capital building projects to the public.

Job Overview

Delivery of a wide variety of capital building projects through the effective briefing, leadership and management of stakeholders, external consultants and contractors.

Key Responsibilities

- Deliver specific building capital projects and programmes from inception through to completion, ensuring delivery on time, to budget and to the defined quality
- Maintain effective client relationships and appropriate communication with all stakeholders to ensure the client brief is adhered to
- Provide advice throughout all stages of the project from initiation, brief compilation, on the appropriate procurement strategy for individual projects and undertake the procurement of both consultants and contractors
- Lead, manage and motivate internal and external project teams through supporting, challenging and guiding the external project manager, to ensure project delivery on time, within budget and to the agreed brief
- Ensure the adequacy of Health, Safety & Environmental planning within project framework
- Ensure that regular progress and financial reports are provided by the external project manager and/or the project cost consultant and monitor anticipated and actual costs against the agreed budget
- To adopt the latest construction materials and techniques when appropriate to ensure value for money throughout the construction phase
- Ensure that completed projects are handed over with the necessary documentation in place and undertake post project and post occupancy reviews are carried out to ensure continuous improvement in future projects
- To deputise for the Senior Building Surveyor
- Supervise the duties of an assigned Project Support Officer with a defined project

Specific Qualifications and Experience

- Experience of large scale complex construction projects
- Experience of acting as a client project manager for construction projects
- Degree Qualified and / or Member of an appropriate construction professional body e.g. CIOB, RICS, RIBA, MICE
- Project Management qualifications or training

Personal Qualities & Attributes

- Ability to plan, prioritise, manage and deliver high profile activity, under pressure and to tight deadlines
- Ability to work collaboratively with multiple stakeholders

Job Requirements

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.