



Project Manager – Special Projects Person Specification

<i>What are we looking for?</i>		<i>How will we check if you have it?</i>
Qualification	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Degree or degree level intellect <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Fire safety related qualifications would certainly be an advantage for this role • Proven track record in construction project management • Qualification in Building Surveying, Architecture, Engineering or Construction Management or non-cognate degree and conversion route • We will consider candidates with a strong track record without all of the formal qualifications, provided they are on a route seeking MRICS, MCIQB, MAPM or IOSH status 	Application form

Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Minimum of 18 months experience in Project Manager or related discipline role in the UK, preferably within the Housing Sector • Project values more than £150K • Experience of managing Consultants, Contractors and Solicitors • Track record of managing successful programme and project delivery in line with desired outcomes and agreed quality, time and cost targets • Experience of working successfully on multiple projects at the same time • Experience of auditing construction information prior to commencement of works • Experience of snagging and handover of projects • Some management training/experience <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Fire safety specific and/or rainscreen cladding projects • Experience of identifying and managing project interdependencies and implications that cross service boundaries • Experience of working in an established programme and project management environment within an organisational setting • Sound understanding of best practice and industry trends in programme management and experience in pre and post contract matters 	Application form Interview
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Knowledge and Skills	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Understanding of the client relationship with Contractors and main forms of contract • Ability to make concise factual reports both verbally and in writing • Detail driven and understands the importance of clear record keeping • Technical knowledge of building processes and the roles of the different professions • Knowledge of minimum standards and statutory regulations requirements for construction works • Ability to read and interpret construction drawings and specifications • Ability to keep abreast of changes in construction and service technologies and standards • Knowledge of relevant Health and Safety legal requirements • IT competency - in MS Office applications • Building Regulations knowledge (especially AD B) and the Regulatory Reform (Fire Safety) Order 2005 • Line management and development of staff • Ability to see and understand the bigger picture and to relate it to own work programme and projects <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Practical knowledge of mechanical and electrical installations • Ability to demonstrate an understanding of the aspirations of tenants and leaseholders and be committed to meeting these wherever possible • IT competency – in CRM/Dynamics, iPos, Integrator 	Application form Interview
Diversity/Equal Opportunities	<ul style="list-style-type: none"> • Understand how diversity policies and equal opportunities plays a vital role in customer care 	Interview

Additional requirements

Be able to climb ladders/scaffold to reach inaccessible spaces and be able to inspect in confined spaces
Clean driving license and car owner, though use of public transport may be required

	<i>What are we looking for?</i>	<i>How will we check if you have it?</i>
Core Competencies	<ul style="list-style-type: none"> • Communication – Using clear and effective written and verbal communication skills with others 	Application form Interview Test
	<ul style="list-style-type: none"> • Numerical Skills – A sound ability to make judgements from figures quickly and apply skills to finance, forecasting and invoicing 	Test
	<ul style="list-style-type: none"> • Negotiation and Influencing - Able to persuade and convince others to a course of action and/or negotiate solutions 	Interview
	<ul style="list-style-type: none"> • Working with others/Team work – Developing and maintaining effective and co-operative working relationships with others and showing respect for all. 	Interview
	<ul style="list-style-type: none"> • Innovation and problem solving - Produces ideas for improvements, new activities and problem solving 	Application form Interview
	<ul style="list-style-type: none"> • Judgement and decision making - Able to make sound decisions and solve problems based on good use of judgement 	Interview
	<ul style="list-style-type: none"> • Planning and organising - Working in a systematic way, planning and allocating time and resources effectively 	Application form Interview
	<ul style="list-style-type: none"> • Achieving results and quality focus - Setting high work standards and demonstrating commitment to achieving objectives 	Application form Interview
	<ul style="list-style-type: none"> • Customer Focus – Identifying and meeting the needs of internal and external customers 	Interview
	<ul style="list-style-type: none"> • Liaising and networking – Able to build constructive relationships with others both inside and outside the organisation to improve knowledge, share information and ensure effective business practices. 	Interview