##### JOB DESCRIPTION

**JOB TITLE: Building Project Manager**

**RESPONSIBLE TO: Head of Facilities Management**

**ACCOUNTABLE TO: Property Services Director**

## JOB SUMMARY

The Building Project Manager will report into the Head of Facilities within the Property team of Residential Care Services. The role will primarily support the delivery of three complex building related projects located within Central London, responsible for the delivery of all aspects of the scheme including stakeholder management, contract management, financial and variation control, and compliance. This is a challenging and rewarding role, integral in providing a safe and secure environment for over 200 residents and colleagues located over three buildings.

**Care UK’s Values**

* Every one of us makes a difference
* Customers are at the heart of everything we do
* Together we make things better

### Key Responsibilities

To manage delivery of c£4m worth of fire safety and refurbishment works within the homes and associated day centres.

* Proactively manage consultants and supply chain to implement cost effective and compliant solutions
* Develop robust programme for the works, keeping delays to a minimum
* Proactively engage with Care UK and Council stakeholders keeping everyone updated in a timely manner on progress.
* Coordinate works with other support functions to ensure smooth relocation fo residents in and out of buildings
* Proactively engage with Care UKs H&S team, fire risk assessor and fire officers throughout the project.
* Develop robust cost plans, manage budgets, validate variations and interim payments/final accounts, keeping expenditure within approved levels.
* Organise and lead contract meetings, ensuring key points are noted and closed out in a timely manner
* Manage and ensure suitable JCT contracts are in place covering T&Cs etc with contractors and consultants.
* Manage and ensure RAMS and Insurances are in place and followed/complied with throughout the works.
* Monitor works, address quality issues, manage snagging, sign off works and ensure all design and commissioning certificates/O&Ms etc are provided in both paper and electronic form on completion.
* Promptly report breaches and issues to contractors, Head of Facilities, and consultants as applicable.
* Where required ensure landlord consent, building regulation approval and planning permission is obtained at appropriate stages of work.
* Understand and ensure the implementation of the Company’s Health and Safety policy, Emergency & Fire Evacuation Procedure and Disaster Recovery Plan. Promote and monitor safe working practice.

This list of key responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

**Role complexity, autonomy and accountability**

This post has a high degree of complexity and the post holder will be expected to influence regularly across senior levels within Care UK, the Council and the supply chain.

The role will include regular management of suppliers and consultants on a daily and weekly basis and the principal planning would be expected to be undertaken with a weekly, monthly and quarterly frequency.

It is expected that the post holder will have full autonomy for their actions on a day-to-day tactical level, but consultation will be required with the line manager and or Property Services Director in respect to decision making and strategic matters.

The role can only be delivered through developing strong internal and external relationships with other key business units and stakeholders who are crucial to the successful fulfilment of this position.

The role requires a high level of professional interaction with others across the department, organisation and external third parties and will also be responsible for the guidance, management and development of others within the department.

### The successful applicant

* Contract and project management experience within the building industry’ resilient and flexible in approach with a 'can do' attitude
* Degree level qualification relevant to building/construction
* Experience of engaging and dealing with operational managers, suppliers, contractors, and consultants on a practical and day to day level.
* Strong communication skills both written and verbal; confident dealing with people at all levels ranging from Care UK exec team to contractors on site
* Excellent organisational skills and a completer/finisher, tenacious in their approach to ensure all risks are considered, mitigated or closed
* Understands the challenges of working in the care environment is desirable

### Health and Safety

As an employee of Care UK, the postholder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………..

Date …………………………………..