##### JOB DESCRIPTION

**JOB TITLE: Projects Manager**

**RESPONSIBLE TO: Head of Projects - Property**

**ACCOUNTABLE TO: Property Director**

## JOB SUMMARY

The Project Manager will report into the Head of Projects within the Property team of Residential Care Services. The role will support the delivery of building related projects, primarily of minor works but include involvement in major refurbishment projects and other work streams such as the Capital Asset Replacement programme and Health & Safety remedial works. The bulk of time would be spent in the field visiting any of our 120 sites. This is a challenging and rewarding role that contributes to improving our residents’ homes and making a difference to their quality of life.

**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 assist in the scoping, instruction and delivery of planned and reactive projects in care homes across the UK:

* Scope building works required, meeting contractors on site, reviewing proposals and instructing work;
* Liaison with and agreement of works required with operational customers and approval by the Head of Projects;
* Regular visits to site to review progress, check quality, instruct variations and sign off works as complete;
* Preparation and management of snagging lists, issuing list to the contractor with responsibility for sign off of work as complete;
* Ensure schedules of defects after handover are maintained and their rectification before the expiry of the defects liability period;
* Where design standards are available, compare work carried out against the required specification and ensure that its consistency with the original;
* Monitor the work on site in accordance with the Contractors method statements and construction health & safety plan;
* Promptly report breaches and issues to Contractors, Head of Projects and consultants as applicable;
* Maintain and issue weekly progress reports of all works under contract;
* Approve invoices for payment;
* 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 moderate degree of complexity and the post holder will be expected to influence regularly at a Home manager level and at a contracts management and supervisor level.

The role will include regular management of suppliers on a daily and weekly basis and the principal planning would be expected to be undertaken on 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 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 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

* Flexible working approach with a 'can do' attitude
* Appropriate and relevant qualification and/or experience.
* Experience of dealing with suppliers and contractors on a practical and day to day level.
* Experience of managing and dealing with operational managers and their teams of a multi-site portfolio.
* Strong communication skills both written and verbal; confident dealing with people at all levels ranging from contractors on site to Exec level
* Good organisational skills
* Uses their own initiative and manages their own workload
* An interest in property, design and programme management
* Good at multi-tasking and juggling different work streams
* 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 …………………………………..