

## **JOB DESCRIPTION**

**JOB TITLE:** Project Manager

**REPORTS TO:** Project Director

**LOCATION:** The Company's construction sites throughout the UK.

## **SUMMARY OF ROLE**

Reporting to the Project Director the Project Manager will be the senior Gilbert-Ash representative based on site during the construction stage of projects. They will be responsible for the daily operations on the site including the planning, execution, delivery and completion of a building project. They will manage and lead the Site construction team and the Sub-Contractors during the Construction stage of the project.

## **DUTIES AND RESPONSIBILITIES**

### **Duties and Responsibilities**

- Participate in the tendering process including input into the development of programmes, methodologies, quality submissions and playing an active role at post tender interviews.
- Manage the day to day operations on site including the initial site set-up and the decant process at project completion
- Implement the Gilbert-Ash Quality, Environmental and Health & Safety Management procedures at site level
- Ensure safety inspections are implemented and manage the health, safety and welfare responsibilities as detailed in the Company's Policy and in compliance with OHSAS 18001; establish and maintain a safe site for the full duration of the works
- Responsible for all pre-construction management, including the formal discharge of pre-commencement planning conditions, obtaining relevant licences from Highways / Council Authorities, implementing Section 106 obligations, development of the Construction Phase Health and Safety Plan
- Develop Contract Programmes, Construction Programmes and methodology with the assistance of the Contracts Planner and communicate to site management.

- Develop and implement short term programmes with key sub-contractors at various stages of the project
- Monitor the daily productivity on site including the sub-contractor performance, resource levels and quality of works in progress
- Implement corrective action and report to the Project Director when progress is not being achieved on site in accordance with Contract programmes or contract specification
- Record the reasons and contribute to the process of issuing appropriate contractual notifications to either Sub-Contractors or the Contract Administrator when the works are in delay or have the potential to be delayed
- Arrange, Chair and Record Subcontractor Pre-Start Meetings and ongoing regular Progress meetings with Sub-Contractors at Site level
- Undertake the role and responsibilities of Temporary Works Co-Ordinator including the formal appointments of Temporary Works Designers and Temporary Works Supervisors
- Produce the GA Sub-Contractor Procurement Schedule and manage / track progress of procurement during the project
- Produce GA Materials Procurement Schedules and issue the requisitions for the major material elements on the project to the GA Buying department; ensure material procurement is carried out in a timely manner and sufficiently detailed to enable the buying department to get the best commercial terms and ensuring there are no delays to progress due to any material procurement issues
- Set up and Chair materials procurement pre-start meetings with the GA Buying department to give them an overview of the project and highlight the main material procurement elements
- Record and issue Confirmation of Instructions for any changes to the Contract scope of works which have not been formally instructed
- Manage the RFI System ensuring formal requests are issued for any information required to maintain the progress of the works; review the RFI's on a regular basis and liaise with the Design Manager on all aspects of contractor design elements
- Review the design in advance of Construction Programme for any Buildability issues.
- Attend Design Team Meetings ensuring timely and adequate input from sub-contractors to the design process and contribute to buildability issues, Health and Safety or better ways of working
- Gain a full understanding of the Employers Requirements, Contractors Proposals, detailed design and specification and maintain full knowledge of these during the construction process and ensure that the information is disseminated to the GA Team and the relevant Sub-Contractors

- Ensure there is a full and up to date set of Construction status drawings and specifications on site at all times
- Manage the Quality Assurance / Snagging System during the construction stage of the project and post completion; the Project Manager is responsible for closing out all snags and defects at Practical Completion Stage and for reacting to any issues raised during the defects liability period
- Where 'Soft landings' are a contractual obligation, the Project Manager shall be completely responsible for implementation
- Ensure Daily Activity Briefings are being carried out each morning with Gilbert-Ash site team and Subcontractor representatives
- Control and monitor site waste in accordance with the Company's Site Waste Minimisation & Management Policy.
- Ensure the Site Diary is completed on Gateway daily in adequate detail to provide an accurate record of the works
- Establish, maintain and build good relations with clients as well as their representatives, design teams and neighbours – this includes management of initiatives such as the Considerate Contracts Scheme
- Undertake all relevant training and development activities as required
- Continually develop knowledge of innovative construction techniques and products to enhance the business and fulfil company CPD requirements
- Produce and present Monthly Progress reports to the Client Team
- Provide leadership to the complete GA Construction team including the Design Manager, Contract Surveyor, Services Coordinator, Site Supervision, Contract Planner, General Labour and Logistics staff
- Liaise closely with the Contract Surveyor on all elements of Commercial Management, including any day works issues, sub-contract valuations, contra charges to be applied to sub-contract accounts, input to monthly valuations and input into the valuation of contract instructions / variations
- Liaise closely with the Project Director / Contracts Surveyor on all aspects of Work Package Procurement, providing input to scope of works, programme and GA attendance provision
- Ensure the development, collation and submission of all Project Handover documentation including Health & Safety File, Operation and Maintenance Manuals, GA close out documentation
- Complete the Sub-Contractor Performance Ratings on Gateway
- Attend Industry dinners, functions, seminars etc., as required on behalf of the Company.

- Contribute to the Company's Corporate Social Responsibility initiatives.
- Assist in the recruitment and selection process as and when required.
- Fulfil the role of mentor as and when required

*The above list is not exhaustive, and the post holder may be required to take on other duties and responsibilities for the effective and efficient performance of this role.*