

Job Title: Senior Project Manager

About Gray Quantity Surveying

The company promotes a 'family business' philosophy and requires self-starters with a keen eye for detail and the initiative to help the business succeed.

Working across a range of sectors Gray Quantity Surveying provides an exciting opportunity for career progression but steers clear of a corporate structure, allowing staff to work independently and flexibly.

As an independent consultant we provide project management / administration services to various sectors within the construction industry.

Role Outline

To work closely with our clients, both onsite and remotely, to manage, administer and deliver a wide range of construction projects.

Principle Accountabilities

As a senior project manager you will be responsible for delivering our client's projects and managing the procurement of resources, both internally and externally and in most instances administering the contract between the client and contractor.

Gray Quantity Surveying is a well-respected business and as such, you will be expected to competently manage several schemes at the same time. Using good communication and personal skills you will be able to liaise with internal and external stakeholders on each project.

You will have a keen eye for detail, be able to successfully manage budgetary restraints and respond to and investigate queries from external parties, such as the general public, parish/town councils and any other public bodies. Part of these responsibilities will include attending meetings, compiling reports and statistics, undertaking correspondence, being involved in public consultation, and dealing with any complaints.

It is expected that you will have a good understanding and be able to practically demonstrate industry standards, guidelines and best practice.

You will also directly contribute to the successful provision of a multi-disciplinary building construction consultancy service including:

1. Project management
2. Ensuring current best practice in the industry
3. Technical advice
4. Feasibility studies
5. Scheme design

6. Contract administration

7. Investigation

Competency	Specific Requirements	
Skills Development	Essential	<ul style="list-style-type: none"> ● HNC or equivalent in a construction related field and post qualification experience ● Evidence of continued professional development ● Full driving licence
	Desirable	<ul style="list-style-type: none"> ● Accredited NEC Practitioner ● Degree in construction related field ● Full member of a professional body relevant to Project Management ● PRINCE2 Practitioner ● Competence in a construction based profession
Understands Customers	Essential	<ul style="list-style-type: none"> ● Financial awareness ● Good customer care skills
	Desirable	<ul style="list-style-type: none"> ● Both public and private construction / management experience ● Working knowledge of the Public contracts regulations
Communication	Essential	<ul style="list-style-type: none"> ● An ability to fulfil all spoken aspects of the role with confidence through the medium of English. ● Negotiation and technical advocate ● Ability to analyse complex technical problems, develop solutions and convey these to non technical audiences ● Ability to produce clear and concise reports
	Desirable	<ul style="list-style-type: none"> ●

Delivers Outcomes	Essential	<ul style="list-style-type: none"> ● Experience both pre and post contract including cost planning and contract management ● Experience of being responsible for scheme budgets up beyond £10m ● Experience of undertaking the role of Project Manager on complex projects with values up to £5m ● Extensive experience of working with the NEC forms of contract ● In depth knowledge of <ul style="list-style-type: none"> ○ Project management practices and principles ○ PRINCE 2 methodology ○ Office of Government Commerce practices and principles ○ Risk Management ○ Value Management and value engineering ○ NEC Contract procedures ● Working knowledge of <ul style="list-style-type: none"> ○ Cost planning practices and techniques ● Financial control of programme budgets and project costs
	Desirable	<ul style="list-style-type: none"> ● Working knowledge of <ul style="list-style-type: none"> ○ Health and Safety practices and procedures ○ Current CDM Regulations ○ Current building regulations ○ Sustainability practices and procedures ● Up-to-date knowledge of building standards, legislation and H&S practices
Values Collaboration	Essential	<ul style="list-style-type: none"> ● Experience of leading and working in multi-disciplinary teams including staff from other departments to deliver service functions

		<ul style="list-style-type: none"> ● Team player
	Desirable	
Maximises Performance	Essential	<ul style="list-style-type: none"> ● Dependable and highly motivated ● Independent ● Flexible approach to duties ● Ability to work under pressure and meet deadlines
	Desirable	<ul style="list-style-type: none"> ● Leadership, interpersonal and motivational skills in terms of team building ● Mentoring and coaching skills
Transformational Change and Innovation	Essential	<ul style="list-style-type: none"> ● Risk management, project management and delivery programming
	Desirable	
Maximises Use of Technology	Essential	<ul style="list-style-type: none"> ● IT Skills in Microsoft office products ● IT skills with Microsoft Project programmes
	Desirable	