

## JOB DESCRIPTION

### Project Manager

#### Role Overview

As Project Manager you will be responsible for carrying out all aspects of Site Management. Ensuring site performance and progress meet the contractual requirements; ensuring projects are delivered on time and to budget.

In this role you will be responsible to the Construction Managing Director.

#### Our Core Values

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



#### Integrity

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability do our job well, being accountable for our own actions and therefore being part of a successful team.



#### Pride & passion

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



#### Quality

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



#### Innovation

New methods of working which drives efficient behaviours and Continuous Improvement.

#### Key Responsibilities

- Carry out and co-ordinate site activities in conjunction with the Contract Manager to deliver a high-quality service to specification, time and cost targets.
- Be responsible for all Health and Safety compliance and initiatives on site.
- Lead a team of employees and subcontractors effectively to ensure the client's and company's objectives are exceeded.
- Provide effective stakeholder management and act as a client liaison
- Communicate effectively internally and externally to inform and resolve any issues that may occur and provide timely accurate feedback
- Ensuring all day works sheets are checked and signed for compliance as per company procedure
- Provide and maintain adequate labour resources on site, within tender allowances, to achieve programme requirements.
- Liaise with the Company Buyer/P&T Department to ensure material/plant deliveries are programmed in line with the procurement schedule.
- Check quality of workmanship by labour-only and domestic sub-contractors and advise the Construction Manager/Quantity Surveyor of any failures prior to payment.
- Monitor progress against the contract programme and notify the Construction Manager/Quantity Surveyor of any delay or disruption.



- Liaise with the Construction Manager/Operations Support Team/Design Team to ensure all essential drawings, schedules, information requirements or answers to queries are requested and received in sufficient time to avoid delay and disruption.
- Ensure all verbal site instructions are recorded as per company procedure.
- Ensure all documentation (weekly return) is submitted to the office for authorisation by 10.00 am each Monday morning in order to ensure no delays in payment.
- Notify the office of any damage to existing services.
- Prepare and present progress reports at site progress meetings.
- Attend management meetings to discuss results of monthly cost/value comparisons and reconciliations.
- Prepare and action snagging and defect lists.
- Attend weekly production meetings to establish, discuss and arrange level and allocation of labour and plant requirements for the week ahead and any other problems requiring urgent attention.

*The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company.*

### **Continuous improvements**

You will contribute to the overall running and continuous improvement of the business, along with development of the Construction Department, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to Construction, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the processes outlined in IP06
- Actively participating in training and continuous improvement activities for betterment of skills and safe working practices.

### **General requirements**

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.



**PERSON SPECIFICATION**  
**Construction Project Manager**

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Degree in relevant field of construction or equivalent qualification</li><li>• SMSTS</li><li>• Valid CSCS Managers and professional card</li><li>• First Aid</li></ul>	
<b>Experience/ Skills</b>	<ul style="list-style-type: none"><li>• Leadership skills</li><li>• Client Focused</li><li>• To be thorough and pay attention to detail</li><li>• The ability to work well with others</li><li>• To be flexible and responsive to change</li><li>• The ability to accept to work well under pressure</li><li>• Knowledge of production processes</li><li>• IT Literate: Excel, Word, PowerPoint</li><li>• Programming processed experience</li></ul>	<ul style="list-style-type: none"><li>• Previous experience within the construction industry</li><li>• Asta Powerproject software experience</li></ul>
<b>Safety Skill Sets</b>	<ul style="list-style-type: none"><li>• Asbestos Awareness</li><li>• RAMS</li><li>• Safe Working at Height</li></ul>	<ul style="list-style-type: none"><li>• Environmental Awareness (SEATS)</li><li>• Fire Marshall</li><li>• Manual Handling</li><li>• Temporary Works Coordinator</li><li>• Scaffold Inspection</li><li>• Covid-19 SS+</li></ul>
<b>Knowledge and Other Relevant Factors</b>	<ul style="list-style-type: none"><li>• Knowledge of building and construction</li></ul>	

Signed:.....  
Director

Date:.....

Signed:.....  
Employee

Date:.....