

JOB DESCRIPTION

Project Manager

Role Purpose

Provide leadership across multiple projects, ensuring consistent standards of safety, quality, commercial performance and client satisfaction while supporting the development and performance of site management teams.

This role typically reports to a Contracts Manager.

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 to 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 Accountabilities

This will include, but is not limited to, the following:

- Take overall responsibility for operational delivery across multiple concurrent projects.
- Ensure project teams consistently achieve programme, budget, quality and safety objectives.
- Lead and develop Site Managers, driving accountability, capability and high performance.
- Monitor resource utilisation across projects and optimise deployment of labour, plant and subcontractors.
- Ensure robust planning and coordination of works to minimise delays, disruption and inefficiencies.
- Maintain strategic relationships with clients and key stakeholders across assigned projects.
- Drive compliance with company procedures, governance requirements and legislative obligations.
- Review project performance, identify trends and implement improvement actions where necessary.
- Identify and deliver value engineering opportunities to improve project outcomes and profitability.
- Monitor commercial performance, including margins, costs, productivity and KPI achievement.
- Oversee defect management and project closeout to ensure contractual compliance and client satisfaction.



Measures of Success

- Portfolio projects delivered successfully.
- Consistent achievement of safety and quality standards.
- Project margins achieved or exceeded.
- Strong client retention and satisfaction.
- Effective utilisation of resources

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 the Construction Department, 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 QEMS, particularly the processes outlined in IP06

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.

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.

Signed:.....
Director

Date:.....

Signed:.....
Employee

Date:.....



PERSON SPECIFICATION

Project Manager

Capability	Requirement
Qualifications & Development	NVQ Level 7 Construction Senior Management MCIOB Black CSCS Card SMSTS Temporary Works Coordinator qualification RAMS Assessment & Implementation Abrasive Wheel Asbestos Awareness Manual Handling First Aid at Work Fire Marshal Fire Safety Awareness Safe Working at Height Scaffold Awareness IPAF, PASMA & Building Safety Act Competent
Technical Delivery	Oversees technical delivery across multiple projects.
Health, Safety & Compliance	Reviews and challenges multiple programmes simultaneously.
Planning & Programme Control	Drives quality performance and handover standards across projects.
Quality Management	Understands margin protection and operational cost drivers.
Commercial Awareness	Develops Site Managers and builds project team capability.
Leadership & People Management	Manages senior project stakeholders and key clients.
Communication & Stakeholder Management	Leads complex operational and project recovery decisions.
Risk & Decision Making	Understands cross-functional impacts and portfolio priorities.
Business & Systems Thinking	Oversees technical delivery across multiple projects.