



Ipswich Borough Council  
Job Description: **B36A**

## **Project Manager**

### **Main Purpose of Job**

To manage the day-to-day site operations of building contracts effectively and efficiently.

### **Main Duties**

1. To supervise the day-to-day on-site management of large-scale contract works (individually up to £2 million in value) as well as other smaller contracts as required.
2. To ensure contracts are completed on time in a safe manner and complying with terms and conditions of contract. To also complete to the required quality standards of materials and workmanship whilst always ensuring cost effectiveness and efficiency.
3. To manage, coordinate and allocate work for numerous sub-contractors and some directly employed operatives (up to 50 tradespersons) on site at any one time working on several properties simultaneously to ensure the work is completed in the correct order and to the standards required.
4. Develop a contract programme before works commence. Maintain all necessary contract documentation.
5. Ensure customer satisfaction i.e., high quality, works carried out in accordance with specification, works completed within the contract programme.
6. Managing directly employed tradespersons, fostering good industrial relations, dealing with employee related matters e.g., appraisals, disciplinary procedure, timesheets monitoring performance and maintaining KPI's.
7. Manage health and safety within area of responsibility, maintaining health, safety and welfare of employees, subcontractors, tenants and other members of the public, ensuring that employees are trained in, and adhere to, safe working practices.
8. Liaise with client officers and technical staff as necessary to ensure levels of customer care and service are always maintained.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



# Ipswich Borough Council

## *Person Specification*

### **Project Manager – B36a**

<b><u>ATTRIBUTES</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>METHOD OF ASSESMENT</u></b>
<b><u>Qualifications</u></b>	<p>HNC/HND or an NVQ level 5 in Building &amp; 3 years qualitative experience</p> <p>IOSH (Managing Safely) qualification.</p>	<p>Working towards a degree or professional qualification</p> <p>NEBOSH (Construction) qualification</p>	Application/Certificates
<b>Work related experience/ Job Related Skills</b>	<p>Experience in the construction industry / track record of managing projects.</p> <p>Proficient in the use of Microsoft applications</p>	First Aid training	Application/Interview
<b>Other relevant experience</b>	<p>Experience in a commercial contracting environment</p> <p>Customer care awareness</p>		Application/Interview
<b>Specialist knowledge</b>	<p>Good knowledge of Health &amp; Safety regulations</p> <p>Broad knowledge of construction / building technology</p> <p>Demonstrates attention to detail, ability to interpret and implement specifications.</p> <p>Ability to apply understanding of Contract requirements to ensure works completed in most cost-effective way</p>	Initiate and develop CDM plans	Application/Interview
<b>Personal skills</b>	<p>Good written and verbal communication skills</p> <p>Ability to deal with people at all levels, with tact and</p>		Application/Interview

	<p>diplomacy, always displaying a positive manner.</p> <p>Proven ability to use own initiative to make appropriate decisions.</p> <p>Proven ability to organise and prioritise workload and the workload of others to meet deadlines</p>		
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