

ASSOCIATE/SENIOR PROJECT MANAGER

Cambridge (Stow Cum Quay)

Starting salary £40,000 - £60,000 depending on experience

Plus car allowance, non-contributory pension and generous benefits package



About Oxbury

Oxbury is a professional private practice of Chartered Surveyors with a pedigree in the delivery of residential and mixed-use projects throughout the East and South East. Providing Development Management, Cost Management, Employer's Agent and Project Management services for a mix of Housing Association, Local Authority, County Council, Private Developer and commercial clients, from our Director-led head office in Norwich and branch offices in Cambridge and Chelmsford.

Our wide client base sees us involved with a wide variety of projects ranging from single dwellings to multiple hundreds estate regeneration schemes, schools' projects, offices, commercial, industrial, leisure, refurbishment, change of use and new build. Commissions often commence at scheme inception and cover a range of functions including viability studies, options appraisals, land acquisitions, planning, detailed design, procurement and construction. New-build and refurbishment contracts range in size from £50,000 to over £100M in value and often form a part of larger developments or phased projects.

You can find out more about the Company at www.oxbury.co.uk

About the job

Continued growth within the industry and at Oxbury has created an opportunity in our Cambridge office for an experienced MRICS Construction Project Manager. Working across a range of sectors, to deliver and expand professional Project Management Services to a wide range of private and public-sector clients.

You will be responsible for the day-to-day management of a number of projects. This includes responsibility for project delivery, covering the full range of pre and post contract duties from scheme inception to completion; achieving targets and liaising with clients. Some of the main tasks are:

- Managing the acquisition of planning permission and arranging for site surveys, ground investigations and utilities enquiries.
- The co-ordination of projects pre-contract, including managing design teams, chairing project meetings and preparing development programmes.
- Drafting Employer's Requirements.
- Preparing and analysing tender enquiry and contract documents; including negotiating tenders and contract terms.
- Post-contract administration of Construction Contracts, as either Employer's Agent or Contract Administrator. Including preparing project and cost reports for clients, monitoring progress on site, dealing with contract matters and approving interim payments.
- Responsibility for the larger and more complex projects.
- Providing training, development and support to our Graduates and Trainees
- Supporting Team Directors with their involvement in client's strategic matters.

You will work as part of a team with appropriate administrative support. Reporting to a Director you will also have technical and specialist support when required.

About You

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For your application to be successful you must be able to meet all the essential requirements listed below. The strongest applications will also be able to show that they meet some of the desirable requirements for the role.

Criteria	Essential Requirements	Desirable Requirements
Qualifications	MRICS qualified (or other relevant professional qualification).	Member of the Association of Project Safety Current CSCS card holder.
Experience / Knowledge	Experience of Traditional and Design and Build procurement and contract administration, in the role of Employer's Agent or Contract Administrator. Experience of cost management and reporting. Experience of providing early advice and liaison with clients.	Experience in the commercial sector. Experience of traditional contracts (with and without quantities)
Skills and aptitudes	Capable of meeting deadlines and targets. Client focused. Professional demeanor. Confident verbal communication and diplomacy in a variety of situations. Computer literate.	Supervision and training of junior staff.

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Other Requirements	Capable of moving around a construction site (eg rough / muddy ground, climbing ladders, stepping over low walls etc) Valid UK driving licence (many projects are rural and not accessible by public transport) Committed to ongoing professional training and development.	
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Main terms and conditions of employment

Working hours:

The role is full-time, working 37.5 hours per week. Standard office hours are 9am – 5.30pm but we are open to discuss alternative working patterns.

Salary:

Starting salary will be in the region of £40,000 - £60,000 pa depending on relevant work experience. Plus a 10% location allowance for roles based in Cambridge.

Company car:

You will be entitled to a company car allowance.

Training:

The Company will support you to maintain the appropriate levels of Continuing Professional Development required by the RICS.

Pension:

The Company operates a non-contributory pension scheme for which you will be eligible. Under the current scheme the Company will contribute 9% of basic salary. You may make additional individual contributions (including via salary sacrifice) at your discretion.

Holidays:

Bank Holidays plus 25 working days per year. After 5 years completed service with the Company you will accrue an additional 2 days holiday per annum.

Sick Pay:

Statutory sick pay will be 'topped-up' to full salary for a period of 13 weeks in total in any period of 52 consecutive weeks.

Equal Opportunities and Diversity:

The Firm has a clear Equal Opportunities policy and opposes all forms of unlawful and unfair discrimination. We value the diversity of our employees and hold the RICS Inclusive Employer charter mark.

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How to apply

If you are interested in applying, please send your CV **with a covering letter showing how you meet the essential requirements of the role** to Steph Pain, HR & Practice Manager at HR@oxbury.co.uk

For an informal discussion, or if you have any questions about the role, please email Steph Pain as above or phone on 01603 707929.