

Senior Project Manager / Employer's Agent

Chelmsford

Starting salary £44,000 - £65,000 depending on experience

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



About Oxbury

Oxbury is a professional private practice of Chartered Quantity Surveyors and Project Managers with a pedigree in the delivery of residential and mixed-use projects throughout the East and South East, East Midlands and Greater London. We provide Cost Management, Employer's Agent and Project Management services for a full spectrum of clients including Housing Associations, Local Authorities, County Councils and Private Developer and Commercial clients. We operate from our offices in Norwich, Chelmsford and London.

Our large client base sees us involved with a wide variety of projects in multiple sectors, including one-off residential dwellings through to complete estate regeneration schemes; master plans; commercial offices; industrial; infrastructure; education and leisure. 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 projects or phased developments.

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

About the job

Continued growth in our Chelmsford office has created an opportunity for an experienced Project Manager/Employer's Agent, with a strong Project Management background across a range of sectors, to deliver professional Project Management and Employer's Agent Services to a wide range of private and public-sector clients. The role will be based at our Chelmsford office (Springfield).

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

Hierarchy

The post holder will be responsible to an Associate Director, who will provide support in the carrying out of their duties.

The post holder will be required to work closely with Directors, Managers and other Senior Project Surveyors throughout the Company and to manage Project Surveyors at all levels.

Other Key Relationships

The post holder will need to work closely with Directors, Managers and technical specialists from client organisations, contractors, and other professional organisations. The post holder will also be required to develop new relationships with new organisations, through business development.

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Scope

The post holder will be responsible for the day-to-day management of a number of schemes from inception to completion in order to achieve a successful outcome for the project, as well as pre-set milestones and related fee invoicing levels (including for large, complex or unusual schemes). This will include responsibility for scheme delivery; achieving targets / KPIs; liaison with clients and invoicing.

The role includes raising the profile of the Company within Chelmsford and throughout Essex (and beyond) in a range of sectors and to secure new commissions. This will include being responsible for maintaining sector specific and master CV's and the production of Project Profiles.

Main Tasks and Responsibilities

Managerial

- 1 Representing the Company to new and existing clients.
- 2 Receiving briefing of potential schemes from clients or colleagues.
- 3 Provision of technical advice and support to other members of the team.
- 4 Providing in-house mentoring to trainee/graduate surveyors to assist in their development and ultimately completion of their APC.

Employer's Agent/Project Management

- 5 Receiving the Client's Brief and ascertaining and agreeing requirements for the project in terms of design, specification, compliance, timetable and other matters.
- 6 Liaising as required with other consultants and agents of the Client.
- 7 Prepare and maintain up to date project directory.
- 8 The co-ordination of projects pre-contract, attending/chairing and minuting project meetings and preparing and updating development programmes.
- 9 Establish appropriate channels of communication between members of the project team.
- 10 Establish meetings structure. Lay down procedure for convening, chairing, attendance, function, frequency and responsibility for recording of meetings and circulation of information.
- 11 Monitor communications and distribution of information.

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- 12 Attend value engineering exercises as the design develops.
- 13 Prepare a register of risks; formulating and reviewing strategies for minimising the same, and review and update with the team during the project duration.
- 14 Prepare and update overall strategic project programmes showing all significant activities and events.
- 15 Establish procedures to ensure necessary consultations take place with and approvals are obtained from all authorities or landowners with a legitimate interest in the project, with particular reference to; landlord, local authority, national authorities, statutory bodies and public and private utilities.
- 16 Establish procedures to ensure that CDM and other health and safety legislation requirements are identified and a health and safety plan and file prepared and maintained.
- 17 Preparing budget cost estimates for the scheme.
- 18 Preparing the "Employer's Requirements" and tender documentation.
- 19 Inviting submissions from a select list of Contractors, or negotiating with a single (partnering) Contractor or Developer.
- 20 Examining the "Contractor's Proposals" and tenders and reporting thereon to the Client.
- 21 Instructing Architects, Solicitors and other consultants.
- 22 Arranging for site surveys, ground investigations and utilities enquiries to be undertaken.
- 23 Managing the process of seeking planning permission and the acquisition of sites.
- 24 The post-contract administration of Design and Build Contracts, as Employer's Agent, and other forms of contract in the capacity of Contract Administrator, including the chairing of meetings, minute taking, preparing project reports and cost reports for the client, preparing and recommending payment of Interim Applications, monitoring progress and construction, dealing with matters arising under the Contract and issuing appropriate instructions and the settlement of final accounts, in addition to:
- 25 Provide the client with regular financial reports on estimated final cost including expenditure of PC and provisional sums.
- 26 Establish a management system to deal with client required changes. Issue instructions as necessary and agree costs of changes with the contractor.

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- 27 Establish procedures for checking compliance with designs and specifications and the monitoring of standards of workmanship and materials.
- 28 Establish a management system for the design team to comment on and/or approve drawings.
- 29 Administer the terms of the contract during the operations on site and on completion of the building works.
- 30 Visit the site as appropriate to inspect generally the progress of the work.
- 31 Issuing any necessary Instructions, Notices, etc., as required by the Contract and ensuring that documentation to be issued by the Contractor is received.
- 32 Inspection of the Works – in Phases, if appropriate – for the preparation of any necessary "Snagging Lists" (and subsequent re-inspection) prior to certifying Practical Completion or, at the end of the Rectification Period, certifying Making Good Defects.

Business Development

- 33 Formulating, maintaining and updating a personal Business Development Plan, feeding into the wider plan for the Office and Company as a whole.
- 34 Developing relationships with new and existing clients to encourage new leads and opportunities.
- 35 Developing relationships with new and existing consultant contacts to encourage new leads and opportunities.
- 36 Attending local networking events and acting as an ambassador for the business.
- 37 Assisting the Directors in preparing bid submissions, writing project profiles, updating personal sector specific CV's and generally assisting where required.
- 38 If required, attending client interviews on behalf of the firm.

Other

- 39 Other general duties as may reasonably be expected from a Senior Project Manager / Employer's Agent including preparing papers for Board discussion and/or participating in such discussions on particular topics if required to do so.

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About You

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

Criteria	Essential Requirements	Desirable Requirements
Qualifications	Construction Management or Quantity Surveying degree or post-graduate qualification, or other relevant RICS/CIOB accredited degree.	MRICS qualified (or equivalent level of experience) or nearing conclusion of APC process Or MAPM / CIOB qualified Member of the Association of Project Safety Current CSCS card holder.
Experience / Knowledge	Experience of Design and Build procurement and contract administration, in the role of Employer's Agent. Experience of providing early advice and liaison with clients. Experience within the residential sector.	Experience of line managing / mentoring staff. Experience in acting on behalf of Housing Associations and Local Authorities. Experience acting in the role of CDM Consultant. Experience across a broad range of sectors.
Skills and aptitudes	Capable of working autonomously and managing own time in order to meet deadlines and targets. Client focused. Professional demeanor. Confident verbal communication and diplomacy in a variety of situations. Able to quickly build new business relationships and develop potential opportunities. Computer literate.	Actively involved in local property related events and continuous professional development.

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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. 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, or part-time, working a minimum of 30 hours a week. Standard office hours are 9am – 5.30pm but we are open to discuss alternative and flexible working patterns.

Salary:

Starting salary will be in the region of £44,000 - £55,000 pa depending on relevant work experience.

Company car allowance:

You will be entitled to a car allowance.

Training and Professional Memberships:

The Company will support you to maintain the appropriate levels of Continuing Professional Development required by the RICS or APM (or other equivalent professional body) and will pay membership fees for one relevant professional organisation.

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:

English 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.

Diversity, Equality and Inclusion:

The Firm has a clear Diversity, Equality and Inclusion policy and opposes all forms of unlawful and unfair discrimination. We hold the RICS Inclusive Employer Charter Mark.