

PROJECT MANAGER

JOB DESCRIPTION



Title

Project Manager

Reports To

The Project Manager will report to Principal Engineer / Director.

Job Overview

As a successful Engineering Consultancy, Cadarn offer Project Management and Procurement as a core service to our clients across varying sectors. The role of Project Manager, as part of the overall company management structure, delivers the high level of customer focused service many clients have come accustomed to.

Responsibilities and Duties

The main responsibilities and duties of this role are listed as follows:

- To lead the project management and procurement service offered by Cadarn.
- To develop and maintain Cadarn' procurement methods and systems.
- To play a key role in the company management team and contribute effectively to the daily management and development of the company.
- Maintain relationships with clients and develop new and existing relationships to enhance an already growing client base.
- Manage junior members of the team and ensure continuous knowledge transfer throughout the team.
- Undertake Project Manager and occasionally Supervisor duties as defined in the NEC suite of contracts.
- Create, maintain and develop individual scheme programme's as well as the office workload programme.
- Provide professional advice to clients and prospective clients in the various forms of procurement available and best suited to their projects.
- Where necessary prepare and present internal CPD session on related topics and if required to small groups of clients also.
- Prepare tender and contract documentation, scheme estimates, programmes, administration documents, inspection regimes, payment certificates
- Assist and manage compliance with CDM 2015 in the preparation of pre-construction health and safety information, Hazard identification drawings, Risk Assessments and Method Statements.

Qualifications

Listed below are the qualifications and experience considered desirable to undertake the role. Proven experience and professional recognitions may be prioritized over academic qualifications:

- Should be educated to degree level in a Construction related discipline, preferably Civil Engineering but not essential.
- Be a professional member of or working towards professional membership of an accredited construction related institution such as CIOB, RICS, ICE or IStructE.
- A professional Project Management qualification would be advantageous but not essential.
- Experience of rigorous procurement methods essential.
- Knowledge and experience of recognised procurement methods advantageous including JCT, NEC 3 and 4 (various options).
- Experience of managing projects in the construction industry.
- Experience of Civil Engineering conceptual design and understanding of Engineering principles essential.
- Firm understanding of the requirements of CDM 2015 and the various roles including Designer and Principle Designer.

Personal Characteristics

Cadarn employs a very close nit professional and diverse team each with individual skills which contribute to the delivery as a company. The key personal characteristics sought as listed as follows:

- Team member is an essential part, recognizing the strengths and weaknesses within the team and being able to supplement where necessary.
- Attention to detail essential.
- A desire to improve as an individual through continuous learning and through the teaching of others.
- Ability to work in a very fast paced, continually changing environment to realistic but tight deadlines.

Other

The following attributes are essential:

- Full driving licence
- Proficient in the use of Microsoft tools including Outlook, Word, Excel and Project
- Experience of using CAD based software

In Return

In return for your employment at CADARN, you will receive.

- A competitive and local market-leading salary.
- Minimum 25days annual leave as well as bank holidays.
- A desirable pension schedule.
- Multiple teams building extra-curricular activities annually.
- Private health care complete cover.
- The potential to work remotely.
- Support both in work and throughout professional development.
- The opportunity to actually make a difference.