

Job Description - Project Manager

Project Consultancy Group

Reporting to – Matthew Ellams Director PM London

Background

The Project Management Group is a pure project delivery team working in the private and public sectors. Key repeat clients include:

- Standard Life
- Kings College Hospital
- Exemplar
- St Congar Properties
- Infrared
- Lancer Property Holdings
- Land Securities
- London Borough of Brent
- Columbus Capital Management LLP
- Kingston University
- Brunel University

Markets

We currently have circa £150m of construction under management with project ranging in value from £60m to £1m; typical projects values are circa £6-10m. Markets which are serviced and/or targeted include:

- Office – new build, refurbishment and fit-out
- Education – high, secondary, primary
- Industrial – new build
- Healthcare
- Hotel and Leisure – refurbishment, extension
- Retail
- Residential development - new build
- Programme management
- Consultancy.

Professional Responsibilities

Your key responsibilities will include:

- Providing clients with strategic project advice
- Executing projects in the role of Project Manager
- Acting as Contract Administrator or Employers Agent
- Providing clients with due diligence or project monitoring services.

Technical Responsibilities

Your daily technical responsibilities will include:

- Development of feasibility studies
- Strategic project advice
- Brief development
- Contract/consultant procurement
- End user briefing
- On-site project management and control
- Production of project execution plans
- Liaising with planning supervisors on H & S issues.
- Control over all project budgets including consultant's fees
- Development monitoring and general construction advice
- Pre-contract advice on construction/contract/cost aspects of building work
- Preparation of general reports and recommendation to clients
- Advise on procurement and programme issues of construction work
- Hosting or facilitating procurement workshops
- Hosting or facilitating risk workshops
- Identifying appropriate consultants and setting up design/project delivery teams
- Monitoring of building works and existing structures for compliance with regulations and by-laws and client's requirements
- Administration of statutory provisions relating to buildings including works failing to comply with regulations and by-laws
- Submission and negotiations of proposals to local authorities and local planning authorities
- Preparation of contract and consultant documents
- Contract administration, valuation and certification
- Negotiating contracts with contractors
- Tendering and evaluation
- Advising owners and occupiers on the use of buildings including services, maintenance and statutory responsibilities
- Mobilisation
- Go live/building launches
- Handover
- Defect management
- Plus any other ad hoc duties.

Other Duties

Other Duties may include:

- Commercial (fee) management
- Production of standard documents.
- Preparation of client presentations
- Preparation of fee proposals

- Business generation
- Support with invoicing
- Other ad hoc duties.

Watts PM Approach

Our approach is somewhat different to some of our competitors; key aspects of this approach are as follows:

- We recognise that property is a commercial venture for our client's and often a means to an end rather than an end result. Accordingly our approach is risk and value focused throughout
- We have deliberately structured the group to capture best practice with limited bureaucracy
 - This is a deliberate approach to allow innovation and specific reaction to particular project circumstances (which are always different) with an overall framework
 - Key control documents comprise:
 - Project Execution Plan (inclusive of key action schedule, responsibility matrix and risk register)
 - Master programme
 - Master Brief
 - Budget, Planned Cash-flow and Expenditure Schedule
 - Status Reports
- We operate a flat structure, contribution to procedure and approach are welcomed from all
- We recognise and reward success
- We always seek to ensure that two members of the team work on each project; this provides redundancy and support
- We seek to provide our clients with a very high quality inclusive service for the agreed fee; our aim is to secure continued repeat business by being good at what we do
- We do not complete design directly and we have no interest in bringing design consultants under our appointment in order to take a margin. We promote a separation of the design and control functions on a project to our clients; which we believe provides a healthy dynamic on the scheme and promotes success
- We have a structured approach to contractor and consultant selection
- We seek to develop the skills and careers of our team members
- We pride ourselves of the quality of our team and specifically on their variety of background experience. Breadth of knowledge adds to our ability to react to unusual circumstances and to find a commercial and optimum solution for our clients
- We operate from project inception through to client occupation.