

## Competency Level: Manager

<b>Job title:</b>	Project Manager - Kier Places	<b>Location:</b>	London
<b>Reporting into:</b>	Contract Manager	<b>Working hours:</b>	40 hours per week

### Kier Places summary

Kier Places sits within the Construction Group, and we contribute c20% of their revenue and has ambitious plans for further growth through growth in market share driven by an increased footprint in chosen strategic sectors, further deepening client relationships and targeted geographic expansion. The business generates revenues of £350m per annum with plans to grow this to c£600m over the coming years and play a key role for the Kier Group in delivering our mid-term strategy.

The Kier Places portfolio covers three operating divisions: Residential Solutions, Workplace Solutions and Buildings Solutions. As a business we are client focused service and deliver a range of services from planned and reactive maintenance through to sub £10m construction projects and decarbonisation services. Each of the three businesses provides these services to the sectors and markets that they face into. Residential Solutions provide services to housing associations, local authorities and PRS/BTR owner operators.

### Overall purpose of the role

Reporting into the Contracts Manager the role will:

- To lead and oversee the successful delivery of residential refurbishment projects achieving operational and commercial goals through the effective management of project teams, internal and external stakeholders – developing and executing the project delivery strategy.
- To lead the assigned project from pre-commencement to completion, achieving completion on time and on budget and in a safe and quality focussed manner by empowering and guiding site teams to perform.
- To take overall responsibility for implementation of Kier's SHE policies and Project Lifecycle Management procedures ensuring that all employees, subcontractors comply with all relevant policies and procedures.
- To act as mentor, line manager and escalations point for site teams, keeping abreast of relevant legislation (i.e. BSA) and sharing knowledge and experience to help develop others.
- To act as the client's point of contact, developing excellent working culture with representatives from various external bodies to promote ongoing relationships and facilitate ongoing opportunities for Kier.
- Promote Kier's values towards our supply chain and customers in order to exceed expectations and support them in achieving industry leading results.

### Key tasks and accountabilities

- Oversee the day to day management and leadership of assigned project working activities and effectively manage performance of H&S, the works team, subcontractors, and suppliers to achieve the programme requirements.
- Manage and monitor subcontractor performance ensuring compliance with the programme demands and provide weekly updates to the snr site manager / project manager to inform monthly reports which track adherence against programme and commercial targets.
- Ensuring Kier and governing body safety procedures and legislation are followed and in place.
- Ensure adherence to Kier's 5 SHE basics principal.
- Ensuring that no work commences on site without a work specific RA/MS.
- Ensure works on site comply with Kier's health and safety policy and the relevant construction phase plan.
- Develop method statements and risk assessments for Kier project operatives on site.
- Review subcontractor method statements / risk assessments to ensure they are appropriate to the working activity. Ensure RAMS are received in advanced of works commencing on site.
- Provide leadership and support to site staff under your supervision.
- Maintain high productivity and record / report poor performance.
- Ensure suppliers and subcontractors under your supervision provide project specific ITPs/ QA check sheets before any works commence on site.

- Assist suppliers and subcontractors with the development of quality methodologies and QA check sheets.
- Ensure works are being carried to the required quality standard as detailed in the project quality plan.
- Ensure works are being carried out in line with Kier's environmental policies.
- Ensure works comply with the project specific environmental plan and waste management.
- Attend design team meetings as required.
- Ensure design team issue information in line with project programme.
- Ensure design information is reviewed and issued timeously to supply chain in line with programme.

This profile is not exhaustive. From time to time, you may be required by the company to perform other tasks, which are not included in the above description, but are within your capabilities and, where necessary, training and full support will be given.

### Skills and Experience

- Significant experience in leading delivery on projects of significant value.
- Experience in delivering Energy Company Obligation works.
- Demonstrable experience of managing project budgets and programmes
- Demonstrable experience of leading project teams effectively
- Strong communication skills, ability to collate and produce reports for leadership team and clients
- Expert knowledge of delivery under NEC and JCT contract conditions
- IT literacy including Word, Excel, PowerPoint and Email.
- Experienced in using ASTA Power Project or Microsoft Project.
- Analytical & problem-solving skills, ability to identify and mitigate project risks
- Keen eye for detail and quality

### Expected behaviours

#### Collaborative




- Work collaboratively with Kier staff, key supply chain partners, clients and designers to achieve project goals
- Demonstrate and lead others in the team to work collaboratively.

#### Trusted

- Demonstrate an open and honest approach to Kier staff, supply chain partners, clients and designers.
- Work in the spirit of mutual trust with others.

#### Focused

- Demonstrate focus on successful delivery working within Kier's polices.
- Focus on the needs of the colleagues and others to ensure a productive working environment.

 <p><b>Collaborative</b> We value each other and work closely, to share ideas and knowledge</p>	 <p><b>Trusted</b> We care about our people, safety and the environment and the communities we serve</p>	 <p><b>Focused</b> We are high-performing and always look for ways to improve</p>
Communicate clearly	Be safe and responsible	Be bold and future focused
Pride in Kier	Respect others	High performance
Work brilliantly together	Prioritise people	Find safe, simple solutions

### Mandatory and recommended training and development

- Relevant Construction Qualification HND / Degree level or equivalent – **Mandatory**
- Membership / accreditation with a relevant professional body (e.g. CIOB) - **Recommended**
- Health and Safety – 5-day SMSTS - **Mandatory**
- CSCS Black Card - **Mandatory**
- First Aid Cert - **Recommended**
- Full UK Driving Licence. – **Mandatory**
- Temporary Works Co-ordination – **Mandatory**

#### **Possible careers moves**

Kier is committed to creating supportive and inclusive opportunities for all our applicants and employees and opportunities for career development are available. The career path for this role is:

Project Manager > Contract Manager > Operations Manager > Regional Operations Director