

CANDIDATE REQUIREMENTS

SENIOR PROJECT MANAGER

Summary

Salary: £45-£55k depending on experience and qualifications

Location: Medway Innovation Centre

Closing date: Thursday 17th January 2019

Introduction

Medway Development Company Ltd. is an independent company with the Council acting as sole shareholder and was created in October 2017.

The Board has a clear vision which is to deliver high quality private and affordable residential schemes, that help regenerate Medway but also to ensure that schemes generate profits which are returned to the council.

Medway Development Company is gathering momentum and within five years it is anticipated that seven hundred homes will be delivered, and our first two major projects have recently been submitted for planning approval, which will see the delivery of 145 new homes.

The Board is now recruiting to the post of **Senior Project Manager** to drive forwards the delivery of the early sites, whilst additional sites are being developed through their pre-planning stages.

The future for Medway is exciting and Medway Development Company is now placed to support its transformation. If you feel this is the right role for you and you would like to be part of our exciting plans, we would be delighted to hear from you.

Position: Senior Project Manager

Purpose:

The purpose of the role is to act as the client representative on a wide range of high profile new build housing projects throughout Medway. You will be responsible for seeing projects through from inception to completion, ensuring they are completed on time, within budget and to the highest quality.

You will report directly to the Head of Operations and will need to be self-motivated to plan, organize, lead and control projects efficiently and effectively.

The Senior Project Manager will also assist the Head of Operations on the development of Projects that are within the delivery pipeline.

Main Duties and Responsibilities:

Reporting:

- Establish formal reporting arrangements on project progress in line with Board objectives, including programme, finance, marketing, sales and risks.
- Receive and review detailed reports from the delivery team and incorporate into monthly project managers report.
- When necessary contribute to Board reports.

Project Controls:

- Implement effective project management.
- Supervise project delivery team and performance including statutory requirements.
- Monitor and control changes/variations within defined parameters.
- Monitor and manage project budgets.
- Monitor design development.
- Monitor marketing strategy and sales.
- Co-ordinate stakeholder input and engagement.
- Monitor construction programme and opportunities for improved delivery.
- Produce and monitor scope of services for other consultants required.
- Oversee the site through conducting regular site visits and quality checks.

Risk Management:

- Proactively identify potential problems, conflicts, design and delivery issues using risk management tools and skills.
- Define and implement risk management systems.

- Protect the company's contractual position at all times and raise issues that may impact the objectives of the company.

Contract Management:

- Oversee and coordinate competitive procurement processes.
- Negotiate contracts as required.
- Oversee the award and execution of contracts.
- Oversee the contract administration process, ensuring that its correct implementation.
- Provide accurate reporting including progress, costs and quality or as defined by the Head of Operations.
- Work with the Council property team, consultants and stakeholders to oversee and coordinate marketing, sales and land purchase agreements.

The successful candidate should have:

- An understanding of the public sector.
- A good understanding of residential construction and sector.
- The ability to work as part of a small team with demanding targets.
- A 'can do' proactive approach and attitude.
- An ability to resolve problems.
- Experience in compiling tender packages.
- An ability to communicate effectively.
- An ability to keep accurate records.
- An understanding of D&B forms of building contract and Development Agreements.

Other Information

- Permanent
- Working week of 37 hours (Monday to Friday)
- Pension with contributions equivalent to Government Local Pension Scheme
- Leave of 27 days

Medway – the place

Medway Council serves a population approaching 270,000 people and an area of 26,900 hectares. Its main towns are Chatham, Gillingham, Rainham, Rochester and Strood and villages of the Hoo Peninsula.

On the banks of the River Medway from which it takes its name, Medway is one of the southeast's most dynamic places to live, work, study and visit. It has a rich history, comprehensive transport links and a vibrant cultural scene.



The area has seen economic recovery and diversification over the past 30 years, after the collapse of heavy industries and the closure of the Chatham dockyard in the early 1980s.

Chatham Waterfront is a key part of development plans for Medway, promising to bring economic prosperity to the area. This project will be delivered by Medway Development Company Ltd. and will make the Waterfront a distinctive place, well known for its inspiring buildings, open spaces and riverside walks. This regeneration scheme is an example of the type of schemes Medway Development Company will deliver to ensure Medway remains a great place to be.



This is not forgetting the excellent services already provided including our wide-ranging leisure facilities, natural attractions such as Riverside Country Park and the 30 days of free festivals and events that draw in large crowds of local people and tourists.

In 1995, Medway had no university students, but now more than 12,000 enjoy the various courses on offer at one of four universities or the MidKent College campus. The area has around 2,600 apprentices too, helping to improve the prospects of Medway's young people.

The economic challenge for Medway is to continue regenerate and to attract more quality jobs into the area and with your input this objective will be achieved.