

## JOB DESCRIPTION

**Job title:** Project Manager (Housing Operations)

**Reports to:** Senior Surveyor

**Line Management:** None

### Job summary

- Procure, manage and deliver to budget and on time the Trust's major works, cyclical maintenance, planned and improvement programme.
- Support the effective management and monitoring of health and safety on site, by ensuring the clear demonstration of compliance with all relevant regulations in order to meet our legal obligations.
- Ensure that all projects are compliant with planning legislation and Building Regulations as well as landlord's statutory obligations are met. Ensure that customer liaison forms major part of the planning and delivering of any maintenance programmes and tenants receive a customer focussed service.
- Provide regular reports on all programmed works and relevant budget to ensure annual budget is spent according to plan and highlight operational efficiencies as well as provide support in maximising performance and demonstrate that value for money is achieved.
- Ensure that accurate and timely data including property, budgetary and performance related data is accurately recorded and reported, and that corrective action is initiated in areas of own responsibility.
- Supervise work undertaken on behalf of Haig by external project managers & specialist consultants. Supervise and provide technical support to external surveyors as well as specialist consultants.
- Ensure that the Trust's environmental and property standards are developed and planned maintenance and improvement works are carried out by these standards.
- Work collaboratively with internal and external stakeholders to ensure delivery is compliant with contracts, specifications; undertake any other duties commensurate with the salary of the role.
- This is a home based position with extensive travel involved in the UK. Attend regular team meetings (approx 6 times per annum) at any of Haig Housing Trust's estates as well as occasional training sessions at head office, including induction.

### Person Specification

	ESSENTIAL	DESIRABLE
<b>Qualifications / Education</b>		
Formal qualification (minimum HNC) in building related discipline	X	
Minimum of five years' experience in a similar role	X	
IT literate in Microsoft Office and Outlook	X	
Formal qualification in project management		X
Experience in using asset management and project management software		X
<b>Knowledge, Skills &amp; Experience</b>		
Excellent time management and organisation skills	X	
Customer focused, good communicator with excellent problem solving skills including dealing with customer complaints	X	
Evidence of delivering value for money, efficiency in project delivery	X	
Evidence of managing risk as part of project management		X
Proven knowledge and experience in building safety and all aspects of H&S	X	
Strong experience in contract management and contract administration	X	
Evidence of drafting technical specification	X	
Experience in drafting tender documents and carrying out contract procurement in building maintenance	X	X
Capable to identify and provide technical solutions in matters might arise during project delivery	X	
<b>Personal Qualities</b>		
Dynamic, flexible and innovative, leads change using best practice from other sectors	X	
Team player who works efficiently with other stakeholders	X	

Summary only – all aspects subject to variation

Self-motivated, unafraid to challenge and be challenged, lives organisational values	x	
Able to build relationships, trust & credibility with diverse audiences	x	
A problem solver, with clear evidence of a proactive, collaborative & agile mindset		x
Clear identification with charitable purpose and tireless working for beneficiaries		x
A clean driving licence	x	