

# Project Manager – Building Safety

Homes > Building Safety > Remediation

## What's it all about

Work as part of a team to develop due diligence files on properties to understand their construction and the products used, visually inspect and risk rate buildings. Appoint and Project manage a team of consultants and contractors to deliver remediation projects to achieve cost, time and quality targets and effectively manage customer interaction, so they are kept aware of ongoing safety, works progress and next steps.

## How you'll make a difference

Through accurate and thorough data, risk and project management you will ensure NHG assets are safe, futureproofed and fully compliant with changing Building Safety Regulations. You will effectively manage key stakeholder relationships to ensure a great resident experience and secure project funding minimising the financial impacts to NHG.

## How you'll do it

- Project manage fire safety remediation projects from inception to completion.
- Prepare capital budgets, revenue forecasts, cash flow forecasts, works programmes.
- Identify and manage risks that are likely to affect delivery through establishing comprehensive project risk registers.
- Monitor works programmes against agreed project plans and KPI targets, recommending and implementing corrective action where necessary.
- Build business cases for remediation projects through development of proposals and close liaison with internal teams. Developing strategies for the decant or relocation of existing residents/commercial tenants/property owners.
- Lead the development and implementation of communications plans for projects including detailed resident consultation strategies in conjunction with internal and external teams.
- Work with Procurement team to appoint appropriate consultants and contractors in line with procurement procedures.
- Prepare management reports including financial appraisals, Project Approval reports monthly progress reports and cost reports.

Presenting them to internal panels and committees.

- Build, establish and maintain effective working relationships with local authorities and other external stakeholders.
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- Hybrid arrangements - at least three days a week in an office or in a community/site based/partnership setting. On other days, working from home may be possible, depending on the work needed and the interaction required.

## All about you

### Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **staff** level

### Essential knowledge, experience and skills including qualifications and professional membership

- Project Management related Qualification
- Comprehensive understanding of project management principles and risk analysis skills
- **Intermediate** IT and systems skills including Microsoft office (delete as appropriate)
- Competent Pamwin user (or other financial appraisal tools).