

Senior Project Manager – Building Safety Remediation

Overview	
Role Purpose	Project manage complex remediation projects and a team of Project Managers to achieve cost, time and quality targets.
Responsible for	Managing the delivery of remediation projects
Reports to	Head of Building Safety Remediation
Line management	Project Managers, Team Co-ordinators
Tier	5/6
Expectation Level	Operations Manager
Role relationships	
Internal	<ul style="list-style-type: none"> Consult and work with Building Safety colleagues and manage relationships with internal client teams Lead and motivate remediation and client teams to deliver projects Liaise with internal teams to ensure that there is effective communication with operational teams affected by the remediation and ensure good customer comms.
External	<ul style="list-style-type: none"> Lead and motivate teams of contractors and consultants Work with Contractors and warranty providers to minimise the costs incurred by NHG in delivering the remediation Establish and maintain relationships with local authorities at officer and member level

Manager / leadership criteria	
Functions	Building safety
Staff reports	Total: 1-3 Direct: 1-3 Indirect: 0
Budget size	TBC
Specific designated, regulatory compliance requirements	Up to date knowledge of building safety regulation
Other key data (i.e. size of operation, units managed, size of programme etc)	5-12 remediation projects

Role accountabilities

- Project manage complex remediation projects from inception to completion within cost, time, quality and other performance targets. Prepare and take ownership of capital budgets, revenue forecasts, cash flow forecasts, development programmes and other management tools.
- Lead and motivate a team of project managers, ensuring that team members deliver projects within, time cost, quality and other performance targets
- Train new members of staff in Building Safety processes and ensure that all team members receive training in relevant aspects of the role.
- Monitor projects being undertaken by team members to ensure KPI's are being met.
- Manage projects within KPI targets and approvals. Recommend and implement corrective action where necessary.
- Liaise with internal teams to ensure that they are aware of the progress of the project to ensure that they can liaise effectively with customers.
- Build business cases for remediation projects through development of proposals and close liaison with other 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 consultations strategies in conjunction with internal and external teams.
- Establish and manage a comprehensive risk register for every project to minimise project risks and develop robust mitigation strategies. Escalate risks to senior management where necessary.
- Prepare management reports including financial appraisals, monthly progress reports, cost reports and grant forecasts. Present to internal panels and committees.
- Manage the procurement, appointment and performance of external design and cost consultants and building contractors to ensure best value. Contribute to the development of Consultant and Contractor Frameworks.
- Manage contractors and all consultants with a strong contractual and commercial approach to ensure quality remediation that is delivered on time and to budget.
- Manage the development of the design and the procurement and delivery of construction proposals in line with the procurement strategy agreed with the Head of Building Safety Remediation.
- Ensure that projects comply with all relevant internal approvals, NHG scheme of delegations and procurement policies.
- Work with the Finance Team and ensure corporate financial and other records are accurate and up to date.
- Create and maintain comprehensive project documentation in line with internal procedures and audit requirements. Accountable for accurate and up to date information on the Pamwin appraisal system.
- Ensure that remediated properties meet acceptable quality standards.
- Contribute to an agenda of continuous improvement for business operations and product development.
- Build, establish and maintain effective working relationships with local authorities and other external stakeholders.
- Provide excellent customer service standards to internal and external stakeholders.
- Prepare and present papers to PRG and PAG.

General

Role accountabilities

- Ensure you follow the financial regulations, policies and procedures at NHGEnsure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

Personal Specification

Experience

Professional expertise (know how & experience)⁷

Essential

- Experienced in delivering successful commercial outcomes from negotiations with consultants and contractors.
- Experienced in managing and motivating multi-disciplinary teams of external consultants and contractors.
- Experienced in the management of the delivery of complex residential property development from inception to completion and handover.
- Experienced in presenting to internal and external committees.
- Understanding of the issues involved in redevelopment and regeneration of occupied properties.
- Ability to train junior members of staff on redevelopment processes and procedures

Desirable

Skills

Essential

- Comprehensive understanding of project management principles and risk analysis skills
- Excellent Communication skills and ability to communicate effectively with a range of audiences from residents to politicians
- Effective IT skills – Outlook, Word, Excel, (to at least intermediate level)
- Competent in Pamwin (or other financial appraisal tools)

Desirable

<ul style="list-style-type: none"> Ability to manage a team of project managers. 	
Qualifications and/or professional membership	
Essential	Desirable
	Project management qualification such as Prince2, APM etc or relevant experience

NHG Expectations
<p>NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.</p> <p>This role is a Operations Manager expectation level and therefore you should refer to the Operations Manager expectation profile in addition to this role profile.</p> <p>The full NHG expectations framework is available on our external job site page and intranet, Milo.</p>

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.