

Project Manager – Building Safety

Overview	
Role Purpose	Develop due diligence files on properties to understand their construction and the products used, visually inspect and risk rate buildings. Project manage remediation projects to achieve cost, time and quality targets where requested and manage customer interaction.
Responsible for	Managing the delivery of remediation projects
Reports to	Senior Project Manager (SPM) / Head of Fire Safety Remediation
Line management	N/A
Tier	6
Expectation Level	Colleague
Role relationships	
Internal	<ul style="list-style-type: none"> Consult and work with Building Safety colleagues and manage relationships with internal client teams 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 teams of contractors and consultants to deliver fire safety remediation projects Consult and support residents through the remediation process <p>Liaise with local authorities at officer level</p>

Role accountabilities
<ul style="list-style-type: none"> Project manage fire safety remediation projects from inception to completion. Prepare capital budgets, revenue forecasts, cash flow forecasts, works programmes and ensure projects are delivered in accordance with agreed policies and procedures and other management tools. Manage the delivery of remediation projects within cost, time, quality and other performance targets. Identify and manage risks that are likely to affect delivery. Monitor works programmes against agreed project plans and targets 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.

Role accountabilities

- Work with SPM to establish comprehensive project risk registers. Manage risks in line with the risk register and escalate any risks that are necessary.
- Obtain relevant internal approvals in line with financial regulations and scheme of delegations
- Monitor progress of projects against KPI targets, recommend and implement corrective action where necessary.
- Prepare management reports including financial appraisals, monthly progress reports and cost reports. Present to internal panels and committees.
- Co-ordinate cross functional internal and external teams to rationalise specification and works programmes .
- Manage the appointment and performance of external consultants and building contractors.
- Manage the development of specification and works contracts
- Work with the Finance Team and ensure corporate financial and other records are accurate and up to date.
- Ensure that customer communications are effective so that residents are aware of what is going on and the next steps.
- Contribute to an agenda of continuous improvement for business operations Champion individual initiatives and projects.
- Build, establish and maintain effective working relationships with local authorities and other external stakeholders. Develop business contacts
- Provide excellent customer service standards to internal and external stakeholders.
- Prepare and present papers to BSRG and PAG.

General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure 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

Professional expertise (know how & experience)

Essential

- Experienced in delivering successful outcomes from negotiations with partners such as consultants or contractors.
- Experienced in managing and motivating multi-disciplinary teams of external consultants and contractors.
- Experienced in the management of the delivery of remediation programme from inception to completion.

Desirable

<ul style="list-style-type: none"> Experienced in presenting to internal and external committees. Understanding of the issues involved in fire safety, building safety cases and remediation projects . 	
Skills	
Essential	Desirable
<ul style="list-style-type: none"> Comprehensive understanding of project management principles and risk analysis skills Excellent Communication skills Effective IT skills – Outlook, Word, Excel, (to at least intermediate level) Competent in Pamwin (or other financial appraisal tools). 	
Qualifications and/or professional membership	
Essential	Desirable
Project management qualification or 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 level 6 expectation level and therefore you should refer to the Colleague 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.