



# Shape your career

Role profile:

## Project Manager

bruntwood

# Role Profile

## The role: Project Manager

The Project Manager is a key, multi-disciplined role that delivers the built-environment development ambitions of business' growing portfolio. This role is one that works as part of a team based at Alderley Park within a matrix but with the freedom to use your specialist knowledge and creative thinking, to solve problems that support your wider team to achieve their strategic goals.

### Why you're our kind of person:

We're not looking for people who sit down and say "that'll do". We operate with an agile mindset in a fast paced environment and we are always looking to continually improve and evolve. We value speed, agility, innovation and being brilliant to work with. Our ambitious goals present a tremendous opportunity for change. We work hard to deliver, and there's a lot to do, but the ability to have an impact here is endless. That's our kind of people, and if that resonates with you, maybe we're your kind of people too.

### What you do:

#### Collaboration

- Input into and contribute to company-wide projects/initiatives where related to your area
- Seek out and suggest new opportunities to add value
- Input and lead into specialist areas/steering groups
- Pro-actively seek and recommend improvements to ways of working
- Work in partnership with others to engage and motivate the wider colleague team
- Work with internal and external experts to ensure excellence in design and delivery functions
- Work with internal and external experts to select the appropriate procurement strategy for project delivery

#### Business Planning

- Work with the Head of Construction and Senior Project Managers on wider pieces of work which align to the business' strategic objectives
- Work collaboratively with departmental colleagues to understand their business needs and priorities from a B&C perspective and provide support, expertise and advice

#### Project Delivery & Commercial Management

- Be responsible for the delivery of projects from minor to medium value and complexity, using innovative and progressive solutions
- Manage professional design teams through RIBA stages 1-4, ensuring that Bruntwood design principles and learning are incorporated, where appropriate into the design.
- Work with the professional team, to deliver RIBA stage 2-4 sign-off packs, and provide monthly reports on the progress of the project.
- Engage in schemes relating to building fabric, civil works, suite refurbishments and bespoke fit-outs spanning across offices, laboratories, tech and science environments
- Assist Senior Project Managers on major development projects including full building refurbishments, medium-rise new-builds and master planning activities
- Collaborate with the internal and external QS team on budgets and costs, driving best possible value against a backdrop of in house benchmark data
- Proactively ensure excellent supplier relationships

#### Works Progress & Quality Management

- Produce, implement and report on delivery programmes throughout the project's duration.
- Develop a comprehensive understanding of relevant technical subject matters and deploy these learnings on your projects to drive high standards of quality in design and construction.
- Thorough monitoring of all on-site projects you are responsible for and setting the standard for outstanding levels of quality.
- Lead the handover of projects from delivery to operational functions post 'Practical Completion', ensuring all snagging is closed out in a timely and clinical manner
- Drive adherence to asset standards and sustainability objectives

#### Health & Safety/Legal & Regulatory/Sustainability

- Work with H+S professionals to ensure that the contractors deliver a high level of H+S.
- Contribute to delivery compliance with company policies and practices relating to sustainability, CDM, procurement, asbestos management, etc.
- Assist with 'License to Alter' procedures
- Ensure Bruntwood's sustainability objectives are delivered within the project

# Role Profile

## What good looks like:

- Seamless: you'll provide high quality solutions to our internal and external customers
- Specialist: you'll be skilled in your area, be an expert in a number of Bruntwood processes and be commercially smart
- Collaborative: you'll advise your colleagues and input into other work, and also be able to work independently to get the job done.

## What's important to us:

- You'll have a BSc, BEng, MSc or MEng degree or equivalent in your industry alongside 8 - 10 years of experience
- You'll have a good understanding of commercial and laboratories property, in terms of the physical asset, building pathology and remediation, deleterious materials, building regulations, asset planning and delivery.
- You'll have a good understanding of design and construction related matters including project programming, the nature of a multi-disciplinary professional team, the RIBA, risk management, CDM regulations and construction logistics.
- You'll have a good understanding of procurement methods and contract types for consultants and contractors.
- You'll be commercially minded and innovate to input into operational performance and returns on investment.
- You'll use initiative and critical thinking skills, knowledge, data and insight to solve complex problems and assess project viability
- You'll be passionate about sustainability and have an understanding of our strategy and the challenges around sustainability in commercial buildings
- You'll be passionate about health and safety, and ensuring that everyone goes home from work safely from our projects.
- You'll contribute to delivery of the business unit plan
- You'll communicate openly, transparently and effectively to ensure a high level of customer service
- You'll be resilient and thrive in a fast paced, busy environment.
- You'll have strong levels of numeracy and literacy
- You'll be able to manage a small number of projects and pieces of work simultaneously
- You'll be inquisitive and stay up to date with industry and technical changes and legislation
- You'll be keen to work collaboratively with others to develop shared solutions.
- You will be able to work on projects, as required in Cheshire, Manchester City Centre and outer regions, Leeds, Liverpool, Birmingham and other future locations.
- You'll have good levels of self-awareness, excellent interpersonal and communication skills
- You'll have good time management skills

## Your relationships

You'll work closely with the Major Projects team as well as supporting the Building Consultancy division and wider departments within the business.

# Benefits of working with us



Volunteering  
scheme



Interest free  
travel to work  
loan



Enhanced  
maternity and  
paternity pay



Social events



Agile  
working



Interest  
free  
learning  
loans



Private  
healthcare



Life assurance  
cover



24 days  
holiday\*



Birthday  
leave



Free healthy  
breakfasts



Sabbaticals



Employer  
matched  
pension  
scheme



Shape Our  
Team scheme  
(£500)



Employee  
shared  
ownership



Employee  
assistance  
program



Buy and sell  
holiday scheme



Eyecare  
vouchers

\*Increases to 25 days after 2 years