

Rykneld Homes Ltd.

Job Description

Division:	Regeneration team
Post:	Regeneration Project Manager
Post Number:	RH355
Responsible To:	Contracts Manager/Clerk of works
Subordinates:	None. However, will be responsible for onsite management of the Supervisory resource on a day-to-day basis.

Key Accountability

Responsible for the project management of our Decarbonised funded Scheme's and provide support on our new build developments. This will include adherence to delivery programmes, compliance with specifications, statutory regulations, Health and Safety management, quality, contract performance, contract reporting to external parties, financial management and the provision of excellent customer service.

Main Duties and Responsibilities

- To assist the Contracts manager in project set up as required.
- Engage in customer consultation events prior to works taking place in occupied homes, promoting the scope of works to be undertaken and benefits of the works.
- To provide site specific information on hazards and risks to notify the principle contractor to formulate the construction phase plan.
- To be responsible for contract management from an onsite/hands on perspective for all allocated works to ensure compliance with the scope of work, original inspection, all associated specifications and all appropriate legislation. To report back any issues to the contract manager.
- To carry out pre-inspections prior to works commencing, mitigating risk and carrying out whole house surveys with the appointed contractor.
- To carry out site inspections during the works at key stages of the works.
- To carry out post inspections to all properties within the work programme, to ensure all works have been completed to the expected standard and quality.

- To keep under review the quality standard and specifications for works in consultation with the contracts manager, contractors, Neighbourhood Services Officers and customers.
- To provide weekly progress reports on the management of all contractor works to the contract manager.
- Collate data to provide accurate reporting for the funding criteria, required under the terms of the funding criteria.
- To evaluate contractor payment applications and ensure any variations are captured, working with the Contracts Manager and administration team for the issuing of payment certifications.
- To carry out Health and Safety inspections to ensure safe systems of work are complied with, and the construction phase plan is maintained and adhered to.
- To ensure that all statutory requirements, standing orders, contract regulations, financial regulations and other relevant requirements are adhered to.
- To have an awareness of the current Construction Design Management (CDM) regulations and ensure, in liaison with the Contracts Manager, that all works are within compliance.
- To liaise with contractors to ensure risk assessments and other appropriate processes are in place and complied with.
- To co-ordinate any planning or building regulation requirements relating to planned works.
- To take ownership of professional development and keep up to date with relevant legislative changes.
- To develop and maintain a culture of continuous improvement in the Capital Works and Regeneration delivery team activities, encouraging innovation and cutting-edge service delivery.
- To ensure that all verbal and written communication with tenants is in an appropriate manner so that understanding of decisions is effective. Provide clear, accurate, detailed and concise written reports, including assessment of technical compliance of tenant improvement requests.
- To ensure that the requirements of the Party Wall Act are fully met and adhered to.
- To validate any external surveys that are undertaken to ensure consistency of delivery.
- The post holder will work with colleagues across the business to ensure customer's needs are fully considered when undertaking works within occupied homes.

- To work with all services within the organisation to ensure the proposed outcome from the inspection and works meets corporate and individual needs.
- To deputise for the contracts manager/Clerk of works
- To undertake any other duties as requested commensurate with the post.

Key Contacts

- Regeneration team
- Contracts Manager
- Capital Works Manager
- Property Services Manager (Operations)
- Neighbourhood team to include CBL & NSO's
- Tenants and Service Users
- Service user Groups – TARGs, Community Partnerships
- Councillors and MPs
- Rykneld Homes Senior Management Team and Directors
- Rykneld Homes Service managers and staff
- Contractors/Partners and their representatives including managed services.
- External contractors
- Health & Safety Manager

Person Specification

Personal Skills/ Characteristics	Essential	Desirable
<u>Skills and Experience</u>		
<ul style="list-style-type: none"> • Knowledge of the building maintenance industry including relevant experience in the inspection of domestic property and the remedy of maintenance problems. At least 3 years directly related experience of working in domestic building maintenance. • At least 3 years' experience directly related to contract supervision within the construction and building maintenance industry • Must be conversant with relevant current legislation and statutory requirement relating to building and inspection works. • Ability to prepare and interpret specification and prepare schedules of work utilising a prepaid 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

Personal Skills/ Characteristics	Essential	Desirable
<p>schedule of rates. This will require accurate computer skills.</p> <ul style="list-style-type: none"> • The ability to interpret a written standard into an efficient and accurate bill of quantities which enables improvement works to be undertaken on individual properties • Ability to organise and prioritise work to meet deadlines and targets. • The ability to understand and apply policy and procedures in day to day working. • An understanding of customer focussed service delivery. • Excellent keyboard skills and the ability to use a variety of IT systems to record and process data accurately and efficiently. • Ability to use initiative and make informed decisions. • The ability to adapt to new systems and procedures and the help colleagues use these effectively • Technical communication skills for effective interactions with staff and external contractors. 	<p style="text-align: center;">✓</p>	
<ul style="list-style-type: none"> • Demonstrate understanding of the principles of operating a business in a competitive environment and within a public sector context. • Leadership & people management skills including motivation, team building and staff development • Demonstrable Project supervisory skills with an ability to identify key actions, milestones, workload prioritisation resource planning and action plan towards efficient delivery. • Effective communication & presentation skills including knowledge and familiarity with ICT • Ability to work effectively under pressure, responding flexibly to tight deadlines. • Knowledge of the current local government democratic processes and understanding of the political context in which the service is delivered. 	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>

Personal Skills/ Characteristics	Essential	Desirable
<ul style="list-style-type: none"> • Experience of managing retrofit works programs and energy efficient measures • Knowledge of related and appropriate Health & Safety legislation and an ability to apply this in practice • Knowledge of appropriate policies and procedures relating to current Building Regulations & Housing Acts. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<p><u>Qualifications and Training</u></p> <ul style="list-style-type: none"> • Educated to a minimum of HNC or equivalent in a related discipline, or demonstrable relevant experience • Evidence of appropriate levels of continuous training relating to Health and Safety management • Evidence of commitment to continuous professional development • A specific industry recognised qualification in relation to site and contract management. <p>SMSTS Level 4 NVQ Diploma in construction site supervision</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

<u>Personal Qualities</u>		
<ul style="list-style-type: none"> • Commitment to equalities legislation and a good understanding of its relevance to this post. 	✓	
<ul style="list-style-type: none"> • Commitment to customer care and an understanding of its relevance to this post. 	✓	
<ul style="list-style-type: none"> • Committed to team working with a positive approach to problem solving 	✓	
<ul style="list-style-type: none"> • Articulate, with the ability to communicate with a wide variety of stakeholders 	✓	
<ul style="list-style-type: none"> • Self-motivation and personal drive to complete tasks to required timescales and quality services standards. 	✓	
<ul style="list-style-type: none"> • A keen eye for detail and the constant drive to develop improvement in delivery standards 	✓	

Equalities Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be taken into account by the shortlisting manager.