



Job Specification

For: Project Manager

Ref: VR/01382

Job Description

SALARY BRACKET: £55-60k
START DATE: Immediate

JOB ROLE & RESPONSIBILITIES

Job Role/Responsibilities: As Project Manager, your job will be to coordinate people and processes to ensure that our projects are delivered on time and produce the desired results. You will be the go-to person for everything involving a project's organisation and timeline.

Specific Project Manager responsibilities include developing detailed project plans, ensuring resource availability/allocation and delivering every project on time within budget and scope. Any candidate should have a background in M&E Engineering, business skills (preferred), management, budgeting and analysis. You should be an excellent communicator and comfortable managing multiple tasks. You also need to be a team player and have a problem-solving aptitude. It's imperative you've worked within the M&E industry with a reliable track record. At this company we strive to uphold a tech-first approach, our team excel in a paperless working environment which utilises some of the newest technologies such as SICON, Dropbox, BigChange, Matterport, Merlin Projects, Monday.com, Microsoft Office 365 Complete Package, Openspace.ai & other innovative software to keep us ahead of our competitors. The company's ongoing growth has led the business to vast expansion since the re-brand in 2019, our team are continuously aiming to achieve higher results and in turn establishing a well-respected name within the industry. We're always looking for ways to develop and advance systems which allow us to deliver projects more efficiently and grow within our sector. Our growth inevitably lends itself to well-motivated, future-thinking candidates who thrive off of the pride we feel when delivering with excellence.

Key Responsibilities

Business Development/Identifying Project Opportunities

- Reaching out to clients, open dialogue where possible in attempt to build stronger relationships and in turn secure more work
- Drive the company's financial growth.

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Develop and Manage Enquiries

- o Interact with clients, the pre-construction team and sub-contractors to ensure project submissions and deadlines are achieved.

Subcontractor Selection and Management

- o Procure and interact with numerous sub-contractors & review their suitability regularly.
- o Actively encourage feedback from the team of Project Managers and Supervisors on sub-contractor performance.

Financial Responsibility

- o Work alongside our procurement team to ensure the correct materials and labour are instructed and scheduled to allow projects to be delivered on time and within the financial/commercial requirements.
- o Approval of materials requested by others.
- o Emphasise to the team that all costs should be accountable and recoverable.
- o Manage and approve payments to employees, sub-contractors and suppliers as well as invoicing clients
- o Issuing payment applications.
- o Review the commercial viability of Projects in detail and track profit and loss on live projects.
- o Produce forecast variations.

Project Management

- o Lead the review and management of multi-discipline projects.
- o Attendance on site for all surveys.
- o Design Q&A reviews to be completed and Designs sent to client for approval.
- o Prior to mobilisation, assign suitable management and operatives.
- o Organise pre-start meetings to provide as much detail to the PM's and Supervisors as possible, including programmes, targets and financial implications (where suitable).
- o Raise RFI's for any project queries.
- o Ensure projects are set up with a seamless mobilisation.
- o Set regular communicational channels for both management and operatives to utilise throughout projects.
- o Regular on-site reviews to gain understanding, awareness and progress of all Projects being delivered.
- o Project Delivery meetings held regularly to highlight issues and positives of each project.
- o Provide leadership and assistance to the Project Delivery Team.
- o Monitor the performance of onsite Delivery Team and stay in regular contact with clients to ensure the company's high standards of delivery are being met.
- o Produce Programmes and Progress Reports for the projects and ensure projects stay on track.
- o Finalise projects completely, by ensure commissioning is organised and site clearance is smoothly operated.
- o Day to day reactive issues that arise.

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- o Post project meetings to evaluate and gain valuable insights for future Projects.
- Staff Management
- o Review employed staff performance, attendance and morale.
- o Hold regular formal and informal discussions with employees on all manner of subjects.
- o Highlight and retain talented employees, equally improve staff performance.
- o Actively encourage feedback on systems, protocols and ways to implement them successfully.

Health and Safety

- o Lead teams in the safe delivery of projects
- o Identify, reduce and manage risks, encouraging all employees to take an active interest in the Safety Project Delivery.
- o Ensure all health & safety documents are produced and prepared for site

Director Liaison/Support

- o Provide support, advice and action to the Head of Projects and Directors, assisting with their requirements and dealing with any issues where possible.

SKILLS REQUIRED

Qualifications

- o Industry recognised Project Management course
- o HNC/HND in Building Services Engineering- City & Guilds in either Mechanical or Electrical Engineering

PERSON SPECIFICATION (* = essential)

- o Confidential *
- o Problem Solver *
- o Great Communicator *
- o Excellent Teamwork *
- o Good interpersonal skills and patience *
- o Reactive personality*
- o Attention to detail
- o Forward thinking & willing to adopt new technology*
- o Have a proven track record of well managed and complimentary industry relationships*

ADDITIONAL INFORMATION

- o Ongoing career development plan, including the opportunity to grow with the company during its rapid rate of expansion.
- o Company Pension.
- o Apple IT equipment
- o Training opportunities.
- o 21 Days Holiday plus Bank Holidays.
- o Based at our Kent Offices.

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Compiled by : **Fiona Louch**
Compiled on : **04/14/25**

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