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**Key facts**

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| Job title: |

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| Project Manager |

 | Report to: |  Senior Technical Manager |
| Main Interfaces | All relevant staff from other internal disciplines, Consultants, Local Authorities & Contractors |

**The purpose of the role**

To provide overall coordination and onsite management of the major infrastructure and services to large multi-phase developments. The role will involve design review and co-ordination together with overseeing and coordinating works at a site level.

**Key Activities**

1. **General Project Co-ordination**
	* Preparing and updating the consortium infrastructure programme
	* Chairing and preparing action minutes from monthly consortium meetings
	* Chairing and preparing action minutes from infrastructure groundworks progress meetings
	* Attending and updating project Consultant Team meetings
	* Monitoring project costs
	* Assist the Technical Director and Senior Technical Manager in producing a long-term plan for the delivery of large schemes
2. **Design / Pre-start**
	* Undertake design reviews to ensure designs are “best value” solutions
	* Ensure that constraints such as ecology, archaeology and footpath diversions are addressed in infrastructure programme and relevant works are undertaken
	* Facilitating the designs and cost estimates for new services as well as existing service diversions
	* Liaison with statutory authorities to ensure progress on off-site improvements and requisition is completed to programme
	* Negotiate with relevant agencies including Highway Authority and Highways Agency in respect of off-site infrastructure provision
	* Obtain necessary Health and safety documentation and approvals for any contractor appointed to infrastructure works in accordance with the TW HSE CDM Procedures and TW HSE Manual.
	* Liaison with QS to ensure costs are understood and monitored
3. **Site Monitoring**
	* Oversee the groundworks, utility contractors, landscaper and other contractors working on infrastructure as client representative
	* Monitor health and safety performance of infrastructure contractors initiating remedial action where needed
	* Ensure site presentation of infrastructure is to the highest standard to give the best impression of the overall development
	* Ensure compliance by all developers of the Code of Construction Conduct and Consortium agreement
	* Initiating relevant inspections to ensure that progress of adoption of works is managed in line with development programme
	* Ensuring that appropriate as-built records are kept
	* Monitor contractors performance to ensure compliance with agreed safe systems of work and the HSE manual.
	* Liaison with QS to control cost and WIP spend

**Key competencies**

* Engineering or groundwork experience essential.
* Experience of enabling and managing large scale construction projects on site.
* Excellent communication and management skills
* Able to works under own initiative and as part of the site team
* Able to demonstrate a track record of managing successful projects with responsibility for programming works
* Excellent organisational skills

Internal applicants – please advise your Line Manger if applying for this role.