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| Job Title: | Senior Project Manager |
| **Business:** | **Taylor Wimpey South East** |
| **Location:** | **Tonbridge, Kent** |
| **Reports to:** | **Development Director** |
| **Main Interfaces** | **Development Director; BU Management Team; all internal departments** |  |
| Role Description |
| * Scope to include all activities from initial identification of land opportunity up until the Pre-Start Meeting:
1. Opportunity Appraisal
2. Viability and Offer (including LPE)
3. Pre-Planning
4. Detailed Design
5. Procurement
6. Pre-Start Meeting
* Complete **Project planning** for entire project and for individual stages to include (but not limited to): defining project scope, KPIs, Milestones, fee budget, programme, quality objectives, risk monitor, communication plan, project resourcing (internal and external team), establish meeting frequency etc.
* Responsible for **Project Execution and Performance Monitoring**: During each stage, monitor project performance vs project plan.
* Use status meetings, project development updates to monitor performance
* Monitor for change in scope, implement change control system (to avoid knee jerk decision-making); KPI control (variation to cost, quality and timing); review evolving risks and issues and ensure mitigation plans are in place where required.
* Ensure team dynamics are strong. Advise management team where specific improvements can be made to improve the project team’s performance
* During all stages of all sites in the pre-development phase, the Senior Project Manager will be fully cognisant of project status, key risks, critical path.
* Empowered to drive projects forward at all stages – even when responsibility for execution of a given stage is not within the technical department remit (i.e. Stages 1-3 and 5-6 above)
* Lead the bi-weekly New Sites Meeting to provide concise and precise update on progress for each site; advise on principal project risks; current critical path, risk mitigation plans and ensure that key management decision are reached.
* **Project Closure**: At closure of pre-development phase (i.e. Pre-Start Meeting), complete review of plan vs actual on all KPIs, learning points, recognition of best practice. Produce report to document this.
* For the avoidance of doubt, this role will not involve the day-to-day running of any individual project as per a Technical Manager role but embrace all pre-construction stages of each project involving land, technical, commercial, sales and production
* This role does not remove the need for site specific project managers on highly complex infrastructure or design-led projects and the scopes would not conflict on such sites.

 Person Specification* Excellent communication skills
* Advanced programming skills, in particular excellent understanding of critical path
* Proven track record for delivering successful projects
* Excellent risk awareness (including risk to quality, timing, financial viability)
* Forward thinker capable of adapting to specific project circumstances
* Highly motivated
* Well organised and capable of organising others.
* Able to manage people, processes and time.
* Able to educate and improve others to achieve best results.
* Ability to analyse and monitor financial statements.
* Strong team player, good sense of humour with an energetic outlook.
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If you wish to be considered for this role please email your CV to Ana Plant, Technical Secretary, ana.plant@taylorwimpey.com by 15th April 2015.