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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. | | |

If you wish to be considered for this role please email your CV to Ana Plant, Technical Secretary, ana.plant[@taylorwimpey.com](mailto:neil.dearmer@taylorwimpey.com) by 15th April 2015.