



About HBC Construction Limited

Formerly known as Henry Boot Construction, HBC Construction Limited (HBC) is a wholly owned and independently managed construction company.

Employing over 100 construction specialists and based in Dronfield, Derbyshire, HBC operates across Yorkshire, Teesside and the East Midlands.

A multi award-winning contractor, HBC is committed to the highest possible industry standards. Renowned for building with integrity, authenticity and passion, developers, local authorities, contractors and supply chain partners know they can rely on HBC's service excellence, construction expertise and the ability to deliver solutions for complex projects.

Job title	Project Manager
Department	Production
Location	
Travel	Frequent Business Travel Required
Reporting to	Contracts Manager
Job grade	5

Job summary

The overall management and control of a specific project or section of a major project up to the value of £20m, in accordance with the company Management System; to ensure highest standards of health and safety, completion in accordance with the programme, specification, forecast cost and budget.

Job details

Your key responsibilities are to:

Pre-Construction

- To provide written technical input and assistance as and when required for PQQs and tender quality submissions.
- To provide knowledgeable input into the preparation of tenders and in particular in relation to methods of construction, value engineering, constraints, programming, sequencing, staffing levels and preliminaries associated with the above
- Attend tender submission meetings, mid-term reviews and post-tender interviews as required.

Construction stage

- Lead the project team in ensuring that all work is carried out in accordance with Company Policy, the Company Management System and the Sustainability Strategy; leading on delivery of high standards of Health, Safety, Welfare and Environmental compliance on the Project; promoting Best Practice and closely liaising with all parties
- Work closely with Planner and project team providing input to develop the Construction Programme; effective management of programme, with close monitoring and coordination of site activities, and liaising with the Planner on a regular basis.
- Ensuring high levels of Quality embedded throughout the project, ensuring that the Quality Plan is prepared and adhered to in line with Contract specific and Company requirements, ensuring agreed processes in place for any required third party inspections



- Close involvement in soft landings and aftercare, establishing and maintaining Client and stakeholder relations.
- In conjunction with the Commercial team ensure fair and prompt payment of all contractual and extra contractual monies due to ourselves and others, by influencing the timely issue of notices, applications, valuations etc;
- Ensure that systems are in place to regularly monitor contract costs, by using forecast meetings to focus on expenditure and ensure adherence to the budget.
- Ensure a robust procurement schedule in place and review on a regular basis, maintaining dialogue with the supply chain and feeding back to line manager / supply chain manager; providing input and influence with the selection of supply chain to carry out the works; maintaining contact with key people to ensure that overall performance is acceptable
- Be fully conversant with project Design information and status, highlighting any areas that could cause issues and working with designers and design lead to resolve any site issues. Develop and maintain the Information Required Schedule in conjunction with Planner (and Design Coordinator depending on project size / complexity)
- Ensure a thorough understanding of contractual arrangements on the project in respect to the main contract and that of subcontracts in terms of obligations, responsibilities and processes and that the project team are appropriately following, and instructed with sufficient awareness appropriate to their roles
- Ensure high levels of compliance with the Considerate Constructors Scheme Code of Practice, raising awareness of the scheme within the local community, and embracing Best Practice
- Influence the control of key dates, resource requirements, subcontractor performance and ensure that they are monitored and controlled in accordance with the Project Plan and regular review and update of same.
- Ensure effective communication with all staff and project contacts to keep them fully informed of all matters which affect their day-to-day activities, ensuring coordination and a positive culture
- Report to the Contracts Manager on a continuous basis highlighting current and potential challenges and areas of activity or performance requiring special consideration or attention.
- Undertaking any other duties that may be requested by the line manager
- Take an active and participative role in a variety of operational meetings.

General

- Be proactive in identifying issues and the action of change
- Observe strict confidentiality in respect of information contained in correspondence

Personnel & Development

- To further the development of reporting staff through the organisation of their workload to provide varied experience and greater levels of responsibility as appropriate
- To act as Mentor to reporting staff, providing support and guidance where necessary and to pass on technical and managerial knowledge and experiences which will be of benefit to them
- To make full use of the Company's internal performance appraisal system and training facilities to ensure continued personal and professional development
- Provide support and guidance to reporting employees and provide an appropriate level of supervision to ensure that employees satisfactorily undertake their job roles
- Consider your own training needs and make suggestions accordingly. Undertake training as directed.



Qualifications, Skills, Knowledge and Experience

Education, Training and Qualifications	Essential:	<ul style="list-style-type: none"> • Relevant Degree / HNC • Previous experience in leading on Construction projects and management experience • Previous experience in initiating projects, planning, delegating, managing and risk mitigation
	Desirable:	<ul style="list-style-type: none"> • Professional membership e.g., CIOB or willingness to attain • SMSTS / SSTS and CSCS card • Managing of Lifting Operations • Temporary Works Coordinator • NRASWA Supervisor • First Aid • Fire Warden • Contractual Awareness • Basic Scaffold Inspection
Relevant Experience	Essential:	<ul style="list-style-type: none"> • Strong knowledge of construction technologies and construction management • Experience of working cohesively in a team • Experience of working on an active construction site • Track record of performing role of project lead • Proven track record of leading complex projects or high value projects on multiple occasions • Experience working with a range of forms of Contracts • Experience in a Project Management environment that requires liaising with a range subcontractors, external stakeholders and Clients / professional teams and delivering results • Customer facing experience
	Desirable:	<ul style="list-style-type: none"> • Experience writing reports • Experience in the tendering and bidding process
Skills, Aptitudes and Abilities	Essential:	<ul style="list-style-type: none"> • Good written and verbal communication skills, including the ability to write clear reports conveying complex information in a simple way to a diverse range of people • Strong interpersonal and teamwork skills and the ability to motivate and lead those on site • Ability to work under pressure and multi-task • Work within tight deadlines coordinate with all stakeholders and effectively lead the team



		<ul style="list-style-type: none"> • Working with a diverse range of contacts and communicating effectively at all levels • Experienced at how to resolve any disputes managing conflicts and influencing and negotiating skills. • Excellent timekeeping • Excellent technical, analytical, and problem-solving skills • Attention to detail
	Desirable:	<ul style="list-style-type: none"> • Driving Licence – Access to and from different sites
<p>Practical and Technical Knowledge and Experience</p>	Essential:	<ul style="list-style-type: none"> • Excellent levels of conversancy with a range of project design information, with ability to accurately interpret and interrogate • Strong knowledge of legal requirements, CDM, safety and building standards • Excellent understanding of construction technologies and methods • Strong knowledge and competence over a range of IT systems and web-based applications such as CDE's • Mathematical ability • Be able to write concise reports • Some experience in sales management, supplier relationship management and commercial awareness • Keep knowledge up to date by following industry news and activity
<p>Behaviours</p>	Essential:	<ul style="list-style-type: none"> • Comfortable communicating with direct Senior Management and stakeholders • Leading on forming and maintaining an inclusive and diverse environment on site • Lead by example, establishing a positive culture in regard to Health and Safety on site • Remain organised and focussed on each project whilst dealing with failure and risk • Identifying and delegating project tasks to other staff members and monitoring • Organised and methodical, prioritising time effectively • How to effectively work with and manage a team • Represent and promote the Company in a professional manner