



COMMERCIAL INFRASTRUCTURE MANAGER



ABOUT THE ROLE

Redrow is the lead developer responsible for the delivery of Plasdwr; a large mixed use residential led scheme located in Northwest Cardiff. The Commercial Infrastructure Manager is a pivotal role working alongside the Project Manager in the delivery of Plasdwr and will have day-to-day responsibility for managing the delivery of strategic infrastructure items including earthworks, roads and sewers, blue and green infrastructure and new and diverted utility supplies. The Infrastructure Manager will be responsible for procurement, payments, valuations and administration of health and safety procedures relating to all strategic work packages required to deliver serviced land parcels for both residential and non-residential parcels.

Responsible for: depending on project requirements

Responsible to: Project Director

KEY RESPONSIBILITIES

1. PROCUREMENT

- Prepare full enquiry pack, collating all tender information, ensuring fully compliant tender packs are issued.
- Analyse tenders upon return to ensure compliant bids are received.
- Prepare tender analysis comparing individual tenders against each other and against an approved annual Plasdwr budget.
- Prepare tender authority sheet including recommendation to Commercial Lead for placing sub-contract order.
- For new contractors, ensure they are SMAS approved.
- Issue a Pre-Qualification Questionnaire to all new subcontractors and update where appropriately for existing subcontractors
- Assemble Health and Safety Policies, Method Statements and Risk Assessments for all contractors/subcontractors for issue to the Construction/PD Team.
- Ensure all health and safety information has been reviewed by the Construction Department (and Health & Safety Manager where required) prior to placing Order.
- Compile sub-contract Order, issue for contractor to sign and ensure Order is returned prior to work commencing

- Organise and attend pre-start meeting,
- Liaise with Plasdwr team (including externally appointed consultants) to ensure cost effective designs are being produced, suggesting value engineering opportunities where possible
- Appraise different methods of construction and consider and advise different forms of contract/approach to non-standard works

2. VALUATIONS AND PAYMENT

- Ensure contractor/sub-contractor monthly applications for payment are analysed and checked.
- Issue payless notices for differences between applied and certified amounts within the relevant timelines.
- Prepare interim payments for approval by Commercial Lead.
- Issue contra-charges as appropriate.
- Keep Payment Record Sheets up to date following completion of each monthly payment run.
- Highlight claims for additional works outside Budget and report to Plasdwr Liaison Board and Commercial Lead
- Settle all Final Accounts expediently after works complete.
- Carry out monthly progress checklist on site for all relevant sites.
- Audit progress on valuation system.
- Value site works on valuation system.
- Prepare contract/sub-contract accruals.
- Produce Value/Cost Reconciliation (VCR).
- Carry out cost and value reconciliation on all items
- Prepare Cost Value Comparison (Profit & Loss) notes on VCR report.
- Report/Present on VCR at monthly CVC meetings

3. MANAGEMENT AND REPORTING OF BUDGET

- Prepare contract performance reports and report to Plasdwr Liaison Board and divisional team (Commercial Director, MD, Financial controller)
- Work closely with externally appointed cost consultant to develop and monitor project cost plan
- Working with externally appointed cost consultant to produce annual budget and cashflow to include forecast of interest incurred and to be incurred on expenditure
- Involvement with the Plasdwr team in the preparation of Strategic Plans, advising on build cost indices/inflation and providing updated works expenditure forecasts
- Ensure changes to design or other changes that impact cost or value are identified in good time, managed effectively and reported in a timely manner

4. OTHER

- Follow Company's change control procedure.
- Ensure all orders are placed prior to site start in line with policy and procedures
- Issue Variation Orders as appropriate in line with companies P&P's

- Ensure all Health and Safety procedures are always followed

THE PERSON

What kind of person are we looking for?

- A strong knowledge of commercial contracts and arrangements
- Comfortable in using computer software and applications for cost control, budgeting and payments as well as Microsoft Office applications
- Calm, understanding and empathetic approach to situations
- Team orientated, enthusiastic, willing to learn and develop within a fast-moving environment
- Flexible approach to dealing with issues and challenges
- Good level of interpersonal skills
- Self-motivated and able to plan and organise effectively to meet tight timescales
- Resilient in the face of challenging situations and deadlines
- Possess an understanding of the fundamentals and processes required to develop a housing development.
- Manages time effectively to ensure that deadlines are met

These are illustrative duties, and the job holder may be expected to become involved in a range of work to enable the project team to respond effectively to the requirements of the Company.