

JOB DESCRIPTION

Job Title:	Project Manager
Reports to:	Dependent upon Management Structure
Accountable to:	Dependent upon Management Structure
Job Purpose:	To liaise with and manage the different disciplines to ensure the smooth running of projects from identification of the site through to sales
Responsible for:	
Staff:	Through relevant department heads management of Architectural technician, quantity surveyor, field sales manager and other land, technical and construction staff as required.
Budgets:	Responsible for working to agreed budgets and controlling costs accordingly.
Scope:	To co-ordinate projects from the initial identification of the site acquisition, the design, specification and costing of the scheme, obtaining of planning consent, advising on the method of construction whether by a main contractor or using the companies own sub contractor base, and liaising with sales to determine the sales strategy, through to implementation and completion of the project.

Key Responsibilities:

1. The Project Manager to act as the single point of contact for all disciplines filtering information upwards and downwards.
2. Co-ordinate all Redrow decisions / information and distribute information efficiently throughout the internal and external project teams.
3. Produce and monitor Project programme to ensure its completion.
4. Co-ordinate all internal departments and external consultants to operate communications system to ensure up-to-date knowledge of the project is delivered to all individuals involved.
5. In liaison with Redrow Commercial, as appropriate, determine the level of external consultants required for each programme and appoint them in accordance with the group guidelines
6. Ensure cost plans and viabilities are prepared to ensure the project meets the Group's and the Division's financial criteria and ensuring variances to budget are reported.
7. With appropriate assistance review all drawings at all stages of design and development to ensure compliance with the project requirements.
8. Liaise with the sales department to advise on the level of specification, construction methods, materials etc. and to assist them to prepare marketing strategy in relation to show suites, models, sales literature. Explain the scheme to the sales staff to ensure they have sufficient working knowledge in order to pass that onto the customer.
9. Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
10. At all times comply with company policies, procedures and instructions.
11. Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.
12. To co-ordinate the preparation of a Site Bible and to advise the sales team of any matters in relation to the Property Misdescriptions Act.
13. To review new products on the market and actively monitor competitors to ensure awareness of the latest design quality and internal finishes available relevant to typical schemes within the remit of the Project Manager.

Working Relationships:

Effective working relationships are an essential part of daily working life.

The focus in this role is both:-

Internal: Colleagues within Operating Division, Group Legal Department and Redrow Commercial; and

External: Landowners, Land Agents, Local Authorities, Architects, Engineers, Contractors and Suppliers.

Decision Making Authority:

The jobholder will be responsible for the success of the project and will be required to make decisions on every aspect, after full consultation with the project and management teams.

Offers to be subject to Land Procedures Authorisation and Authorisation Limits advised to the Company from time to time. All consultant appointments to be authorised by the relevant nominated director. All contracts to be authorised in accordance with Group Commercial Procedures.

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.