



PROJECT MANAGER – SPECIAL PROJECTS



ABOUT THE ROLE

Join Redrow's Special Projects Team to assist the planning and management of Fire Safety works on identified multi storey apartment buildings across the UK.

This high profile major project will be undertaken by Redrow in liaison with the Government's Department for Levelling Up, Housing and Communities (DLUHC), Freehold owners, Management Companies and Leaseholders.

Regional roles are available with flexible working locations.

Responsible to: Technical Director – Special Projects Team

KEY RESPONSIBILITIES

1. BUSINESS

- To support business objectives in all circumstances
- To carry out assigned duties efficiently and in accordance with Company policies and procedures
- Take responsibility for complying with Company Environmental, Health, Safety and Quality Standards
- Participate in all audit procedures

2. PROJECT MANAGEMENT

- Successfully manage multiple projects, professional teams and stakeholder groups to achieve the agreed Business objectives

- Preparation of progress reports and presentation at monthly business meetings, with particular reference to project cost, programme, risk and change control
- Contribute to the commercial success of the projects
- Manage resource availability and allocation
- Create and maintain comprehensive project documentation

3. FIRE SAFETY

- Scoping of works; lead this stage of work with the professional team
- Building surveys and Investigations, lead this stage of work with the professional team
- Approvals; Statutory, Technical and Legal; ensure that the necessary approvals are achieved in readiness for the works to commence
- Procurement; support Commercial colleagues through all stages of this process
- Implementation of the works; support the project team through all stages of this process, with third party sign off throughout
- Validation and final sign off; ensure the works are independently certified
- At each stage, consider; Key stakeholder communication, budget review and approval to proceed, health, safety, environmental and quality matters.

THE PERSON

- What kind of person are we looking for?
- Ideally, PQS background
- Experience in JCT and NEC contracts preferable
- Experience of refurbishment, conversion or fit out works
- Excellent cost control, planning and organisational skills
- Self-disciplined to work on your own initiative with minimal supervision
- Excellent communication skills for liaising with a wide range of stakeholders to include customers, regulatory authorities, professionals and contractors
- Excellent numerical and IT skills

These are illustrative duties and the job 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.