

Employers For Childcare

Job Description

Job Title:	Project Manger
Reporting to:	Chief Executive
Salary:	£30k - £35k
Contracted hours:	37.5 hours pw
Contract type:	1 year – Immediate start

Main Responsibilities

The Project Manager will be responsible for leading on all commercial and operational aspects of the capital development throughout the duration, anticipated to be 12 months, including the implementation of phase one and the progression of additional phases. They will have a role in all health, safety, environmental and quality aspects and act as key link between Employers For Childcare and the design and construction team. They will provide a control's assurance function to the project Board in terms of adherence to time scales, budgetary projections and community engagement.

Specific Duties

- Plans, supervise and coordinates the activities and operations of the assigned capital project.
- Ensure the timely, accurate, and cost effective completion of project stages.
- Coordinate work of professional and technical projects staff at each project phase, with an emphasis on teamwork and collaborative problem resolution.
- Ensure that all phases of projects proceed on schedule and that contractors, utilities and other organisations involved meet the required specifications.
- Review progress reports and authorise payments.
- Perform grants administration, project estimating, budget preparation and management for assigned projects as applicable. Procure outside resources as needed and provides contract administration. Submit and ensure payment of invoices for materials, professional services and other related cost items.

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- Monitor project progress and conduct meetings to resolve problems and ensure timely completion. Participate in meetings and design and implements agreements throughout all stages of the project.
- Coordinate with all relevant departments on issues related to capital projects, grant and contract administration, or related.
- With input from the Project Board, Design and Construction team make recommendations on scope of work changes necessary to complete assigned projects.
- Direct investigations and develop resolutions of claims and complaints from Contractors or property owners. Maintain office records of design, construction and other engineering activities as required by statutory bodies.
- Undertake any other reasonable tasks directed by the Chief Executive or project Board in the fulfilment of the Project objectives.

Information Security

- Comply with the organisation’s Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality

This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.

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