

ROLE PROFILE

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| Role Title: | Trainee Project Manager (Construction) |
| Department: | Development |
| Role Purpose: | <ul style="list-style-type: none"> To assist in managing and deliver high quality Development projects, ensuring that the construction of new homes for Midland Heart meet all statutory and contractual requirements as well as Midland Heart's policies, procedures and strategies. |
| Reporting to: | Senior Project Manager |
| Responsible for: | n/a |
| Disclosure level: | Standard |
| Role Level: | Frontline Worker |

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| Key Role Responsibilities | <ul style="list-style-type: none"> Attend project briefings in conjunction with the Senior Project Manager and Business Development Team and internal Client representatives, assist in briefing external consultants, contractors, developers and other agencies as necessary to ensure the effective coordination and implementation of development plans. Assist the Senior Project Manager and Business Development Team throughout the pre-construction phase of development, ensuring that a good level understanding is attained with regards the design and specification of projects. Assist the Senior Project Manager and Business Development Team in securing formal internal approval to the final design and specification for projects as required. Ensure that a good level of understanding is attained for approved project construction budgets for future cash flow management. Ensure that any identified project delivery and construction risks and mitigations are understood, so that these can be monitored and reported during the construction process as required. |
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| | <ul style="list-style-type: none"> • Support the Senior Project Manager and consultant team in any pre-tender/negotiations. • Attend pre-contract meetings and ensure that all contract documents, novation agreements, bonds and warranties have been issued for completion as required. • Assist in project management duties for assigned projects and ensure that effective communication and accurate records are maintained throughout the project with all parties regarding progress, cash flow, key milestones, funding, quality matters and any issues that could affect completion and/or cost overrun. • Check and analyse cost budgets and financial reports prepared by consultants or developers at each stage of each project and adjust departmental electronic records in a timely manner. • Assist in ensuring compliance with the requirements of funding agencies, accreditation bodies and third party client requirements as applicable. • Assist with expenditure and anticipated completion dates for each project and report cost and time variances to the Senior Project Manager and Programme and Compliance Manager and ensure departmental electronic records are updated to reflect these changes. • Progress to manage the consultant team to ensure that developments are regularly visited/supervised, comply with the project requirements and are accurately reported in line with monthly reporting requirements. • Ensure that an effective pre-handover process is followed and that new homes are thoroughly checked for quality standards prior to completion. • Ensure that the Practical Completion Certificates, awards of Extensions of Time and Health and Safety files are passed to all relevant personnel in a timely manner. • Notify Company Secretariat and Development Administrator of completion for insurance purposes. • Progress to Manage and oversee data for input to stock condition and internal systems. |
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| | <ul style="list-style-type: none"> • Assist with the timely delivery of all completion certificates, discharge of planning conditions etc. to enable Finance to raise funds against completed projects. • Ensure that accurate records are kept of all key data required for audit purposes. • To participate in post project evaluation reviews and positive feedback, appraising the success of projects and process performance. • Support the Defects Coordinator, Senior Project Manager, Operations and Asset teams with any post contract matters, defect issues as required. • Support and foster a "one team" approach within the Development Team. • To assist in maintaining effective internal and external lines of communication with key project contacts to ensure clients and colleagues are informed and aware of timescales and responsibilities. • To make proactive contributions to the work of the Development Construction Team and the wider Development Team ensuring that key targets are delivered. |
| Education, Qualifications and Training | <ul style="list-style-type: none"> • Desirable for a housing or construction related qualification or equivalent experience • Excellent numeracy and IT skills |
| Knowledge and Experience | <ul style="list-style-type: none"> • Preferably, experience of working in a development or related technical environment. • Experience of the housing association sector working in a development or property related role and experience would be beneficial. • |
| Role Specific Skills & Behaviours | <ul style="list-style-type: none"> • Ability to organise and prioritise tasks with a strong attention to detail. • Good inter-personal communication skills |

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| | <ul style="list-style-type: none"> • A positive and 'can-do' attitude and professional approach at all times • Is flexible and able to manage a varied and busy workload, working often under pressure to tight deadlines and targets • Able to form and consolidate effective working relationships with all internal and external partners to deliver required goals and objectives • Able to work both independently and effectively as part of a wider team • Actively supports and promotes Midland Heart's values, mission and vision • Understanding of and commitment to the principles of equality and diversity |
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