

ASSOCIATE PROJECT MANAGER

RESPONSIBILITIES

General

- Promote and uphold the Urban&Civic's brand, values and behaviours;
- Procure compliance with Urban&Civic Policies and Procedures;
- Procure that the 'Client' duties under the Construction (Design and Management) Regulations are satisfied;
- Input into Health and Safety matters by actively promoting health and safety awareness and ensuring the provision of safe working practices;
- Assist in managing the risk identification, mitigation and management throughout the delivery process;
- Assist the Project Manager and Development Manager in the preparation of the supporting documents for sales, lease or other third party property agreements;
- Assist the Project Manager, Development Manager and Project Accountant as required in the preparation and monitoring of the project or work stream appraisals and internal reports;
- Assist other members of Urban&Civic's team in discharging their responsibilities;
- Seek assistance from the Regional Director of Project Management or other members of the U&C team to discharge responsibilities;
- Prepare presentations or reports as requested for interim or ad hoc requirements;
- Assist the Project Manager with all internal and external stakeholder liaison to ensure the project is progressing in a timely manner without delay.

Specific

- Assist the Project Manager in the procurement and coordination of the professional team as required for the delivery of each work stream or project. Seek fee proposals from the professional design team members required to deliver a project or work stream and summarise returns. Coordinate the preparation of consultant appointments, forms of contract, warranties and third party technical documentation.;
- Prepare and update as required project directories;
- Prepare and monitor project or work stream programme;
- Prepare, monitor and report on project or work stream cash flows. Assist the Project Manager in the proper and financial control of projects, including: managing the project cost plan (master budget); managing accruals and cash-flow forecasts and issuing to finance team on a monthly basis, controlling cost and contingency management;
- Assist the Project Manager in the preparation of tenders for project works, including coordination of design packages, administering tenders, attending interviews, carrying out tender analysis and comparisons and preparing an evaluation and recommendation report;

- Manage the delivery of specifically allocated construction activities against contracted timescales and in relation to the wider site activities. This will include administration, co-ordination and management of any Building or Infrastructure Contract as Employer's Agent, Contract Administrator, Quantity Surveyor and Developer's Representative as required inclusive of assessing contractor's applications, making recommendations, raising payment certificates, issuing instructions, monitoring and reporting on quality, managing and reporting change control and procedures within various forms of Contract;
- Assist the Project Manager to prepare a Project Execution Plan;
- Assist the Project Manager to agree quality standards for each workstream;
- Provide accurate records and contract correspondence;
- Assist in the preparation and formulating of pricing models, cost plans and cost estimates;
- Assist the Project Manager in encouraging health and safety standards throughout the site;
- Attend house-builder & contractor consortium meetings, record and issue minutes and monitor actions;
- Assist the Project Manager to create and maintain a site logistics plan managing house-builder and contractor access & egress, deliveries and site wide earthworks strategies.

To discuss this role with the team informally or for further information please contact Richard Hepworth at richard.hepworth@urbanandcivic.com