



Job Title	Projects Manager	Directorate	Project Delivery
Grade / Level		Cost Centre	
Reports to (Role)	Projects Director	Direct reports (Roles)	N/a
Location	Home Based with regular UK travel; Minimum fortnightly Head Office visits		

Role Purpose

Manage projects of work for existing and new clients from conception to implementation through effective management, communication and coordination of internal stakeholders and external suppliers, contractors and clients.

Key Accountabilities

- > Attend UK client sites with the Sales Managers to undertake a survey of work for potential new business.
- > Carry out pricing and tendering activity for prospective jobs in conjunction with the Sales Managers to compile cost sheets and quotations for scoped work.
- > Liaise with the client as required under the direction of the Sales Managers, to support and input to the preparation of quotations.
- > Liaise with suppliers and subcontractors as required under the direction of the Sales Managers, to support and input to the preparation of quotations.
- > Upon confirmation of a contract, assume full accountability for managing the Programme of Works for delivery in accordance with the agreed cost, margins and time parameters.
- > Timely and accurate data inputting to initiate the new contract administration processes. Provide regular updates to the Administration team to support effective contract processing.
- > Organise and manage the coordination of materials and labour for implementation, including as required, liaison with the client, sub-contractor(s) and Sales Manager to ensure that all stakeholders are fully informed and able to deliver to plan.
- > Ensure full on-going compliance with all Health & Safety requirements by all parties.
- > Oversee and monitor site works to ensure that activity is progressing to plan and ensure that necessary action is taken in a timely manner to address any changes.
- > Attend regular contracts meetings and provide appropriately detailed and timely reporting to key stakeholders on all projects under your management.
- > Undertake the project completion sign-off with the client including the preparation and hand over of any post implementation operating and maintenance tutorials and manuals.
- > Inform and share information with the Service Team for their generation of planned preventative maintenance agreements.
- > Support colleagues within the Projects Delivery team and across the organisation as reasonably requested and appropriate to your role, skills and experience.

Essential Qualifications and Experience

- > Educated to Degree Level or equivalent
- > GCSE minimum grade C (Level 6) Maths & English
- > Experience of managing multiple projects/ programmes including process cooling, heating, ventilation & air-conditioning
- > Proficient in all MS Office packages
- > Full UK Driving Licence

Desirable Qualifications and Experience

- > Degree in Mechanical Engineering or related specialism
- > SMSTS (Site Manager Safety Training)
- > HND Building Services / Engineering or equivalent

Personal Specifications and Role Dimensions

People	Financial	Other
<ul style="list-style-type: none"> > Strong internal relationships - Sales & Administration > Being a Newsome ambassador through respectful, professional client relationships > Strong influencing and negotiation skills 	<ul style="list-style-type: none"> > Managing multiple projects consecutively (5-10) to completion ranging from £10k to £1M value > Understanding business budget planning, profit & loss 	<ul style="list-style-type: none"> > Demonstrable organisation and planning to effectively manage conflicting and numerous priorities > Exceptional verbal and written communication skills > Strong numerical understanding > Attention to detail

Full-Time contract, standard hours 8m to 5pm Monday to Friday.
Occasional weekend or out of hours support will be necessary