

Role summary

The Building Project Manager are responsible for the coordination of day-to day management, planning and delivery of small construction projects within the Facilities team.

Role definition

Job Title: Buildings Project Manager

Reporting to: Buildings Manager and ultimately to the Head of Facilities

Responsibilities

- To ensure the fabric of the building both externally and internally is maintained and serviced to a high standard in accordance with the management contract and agreed budgets.
- To carry out regular inspection audits of the site(s) and take/organise remedial action if and when required.
- To work in conjunction with the Building Manager, key stakeholders and external clients ensuring a maintenance and repair programme is in place.
- To ensure all health and safety audits carried out in accordance with the planned programme and all follow up actions carried out within due timetable.
- To ensure fire and other evacuations are carried out on a regular basis in accordance with the health and safety requirements. This includes ensuring the emergency plan and related site maps are continually updated.
- To liaise with local authorities as appropriate.
- To manage major work programmes in conjunction with the Building Manager and specialist consultants on-site, acting as the liaison point for all parties involved.
- To assist the Building Manager in producing management reports in accordance with the needs of the business, as applicable.
- To oversee and regularly review the work carried out by the contractors to ensure the required standards are achieved and maintained in accordance with the contractual agreement.
- Comply with health and safety policies/legislation
- Providing a good level of customer service to peers
- Contribute, or otherwise assist, as required
- Thorough knowledge of and compliance with F+P procedures and standards

Qualities & Skills required**Essential**

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Previous experience in facilities management
- Experience of managing a team
- Developed technical knowledge of estate and property related facilities, including mechanical and electrical services and building structures.
- Resilient to coping with conflicting demands
- Ability to work independently and unsupervised
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self-motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks

- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure [while remaining calm and professional at all times]
- Able to work as part of an effective team assisting and supporting team members

Desirable

- Previous experience working for a service provider or within a corporate FM Role
- Holding a Health & Safety qualification

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

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