

Projects Director

1. The Application Process

How to apply

Candidates should apply in writing, with a brief CV and a covering letter setting out why they feel they are suited to the position. Particular attention will be paid to the covering letter, where candidates are expected to tailor their skills and experience to the application. Details of current salary and benefits package should also be provided.

Applications should be addressed to:

Mr Andrew Duggan
HR Manager
CastleOak Care Partnerships Limited
Raglan House, Malthouse Avenue
Cardiff Gate Business Park
Cardiff CF23 8BA

marked "Job Application – Private"

Tel: 02920 548881
Fax: 02920 548889
E-mail: aduggan@castleoak.co.uk

2. Job and Candidate Profile

We are seeking to employ a project leader with excellent customer facing skills, a proven track record of successful project delivery, and someone who shares our commitment to excellence. The Projects Director will be responsible for the delivery of up to 3 projects, representing approx. £20m in value. The role will include leading our project teams which will include Project Surveyor, M&E Project Manager, Design Manager and Construction Manager for each of the individual contracts with support from the Company's Head Office functional teams.

Personal Attributes

The successful candidate will possess the following:

1. Proven people management skills
2. Excellent communication skills to forge and build upon relationships with internal and external customers.
3. Organised, structured and professional manner.
4. Passion for excellence.
5. Trustworthy & ethical in approach.
6. Strong team leadership skills and the ability to delegate effectively.
7. Excellent interpersonal skills.
8. Sound judgement and discernment
9. High degree of customer understanding and focus
10. Desire to understand, adapt and promote CastleOak's culture and ethos.
11. Desire to be an ambassador for the Company.
12. Good IT skills particularly Microsoft word/excel.

Technical Attributes

The candidate must possess the following:

Essential

1. Experience of management at a senior level in either a commercial or project operations discipline.
2. Experience in managing and leading multi-disciplinary project teams.
3. Working knowledge of JCT 1998/2005 design & build contract.
4. Excellent planning and programming skills
5. Working knowledge of H&S legislation
6. Commitment to customer satisfaction through achievement of quality
7. Ability to lead to the design development process within project parameters

8. Experience of partnering relationships: customer and supply chain collaboration
9. Experience of cost control and cost planning
10. CSCS card registration

Desirable

11. Timber frame experience
12. Care Home/Sheltered housing experience
13. Understanding of M&E Installations
14. Knowledge of NEC form of contract
15. RICS or CIOB Membership

3. Job Description

The candidate will be responsible for a project team that will run up to three major construction projects on site at any one time. The projects will typically represent £20 million turnover per annum, and have complex services and specialist services installations, with a high degree of statutory regulation. The Projects Director will head a project team which typically consists of Projects Director, Project Surveyor, M&E Project Manager and Design Manager. The Construction Manager also forms part of the team and is responsible for a Finishing /General Foreperson and some directly employed labour operatives. On larger projects the site teams are scaled up to reflect the size and complexity of each project.

The main areas of responsibility are as follows:

- To the Customer for project delivery
- Reporting and accountability to the Board
- Management of the internal and external design and build project team, ensuring positive team work, including:
 - Programming, phasing and planning of resources, including preparation of critical path project programmes
 - Cost management of the project with the project surveyor
 - Management, cost and specification compliance of the design with the design manager
 - Construction management of the project with the site management team
 - Planning and implementation of Health and Safety Policy and Procedures within the projects
- The arbiter of quality and customer satisfaction on the project
- Contract administration on each project
- Customer liaison and focus
- Proactive interventions to ensure project success
- Acting as an ambassador for CastleOak

Reporting

The Projects Director will report directly to the Commercial Director, as part of the senior management team. There will be the need to interface with Directors and Departmental heads over systems and processes, HR issues, cost reporting and other functional matters. **However, it should be noted that this is not a main Board position, or formal Directorship.** Reporting responsibility relates to:

- Customer satisfaction and relationship
- Project Cost and profitability against agreed budgets
- Programme
- Compliance with Employers Requirements
- Health and Safety

Standard Operating Procedures

The Company has in place standard operating procedures to cover all of its processes. The Projects Director will be responsible for ensuring compliance with these.

Customer Relationships

The Projects Director will be the focal point for all customer communications and will ensure that the customers play their part in achieving project objectives. The ability to achieve customer satisfaction is the key ingredient to the post. Understanding customer requirements, listening to concerns and discerning when action needs to be taken are also an essential part of the role. This includes leading the interface with the customers advisers.

The Projects Director will lead the monthly customer meetings on site and any other design or project based meetings. The Projects Director will also chair a monthly internal review held on site and attended by the whole team.

Line Management

The Projects Director will act as the line manager for members of the project team on project related matters.

Location of Employment

The position will be based in our Head Office in Cardiff. However, extensive travel will be required during the week, which may entail staying away from home one or two nights per week.

4. General

Remuneration Package and Terms of Employment

We recognise that to attract first class people to join the CastleOak team, we need to offer excellent remuneration packages and working packages.

At the same time being a great place to work is dependent on having a positive and caring culture. Being guided by a strong set of values, we believe that we offer this.

Further details of all these aspects can be found on our recruitment website and will be fully discussed with candidates at interviews.