

Project Co-ordinator

Robert Woodhead Limited are looking for an experienced and enthusiastic Project Co-ordinator with a track record in successful new public sector and/or main contractor environments, to be based within our Public works team.

Job Purpose:

To effectively manage a project from start through to final completion, providing Team Leaders with regular reports and updates, negotiate prices with the project team and work effectively within set time parameters.

Key Result Areas

Estimating

To receive, process and develop tender documents. To formulate and provide a competitive price for the work from the information given in the documentation.

Surveying

To set targets, monitor and control all costs to facilitate the delivery of successful construction projects to meet the agreed criteria (e.g. safety, time, budget, quality and environment).

Projects

To effectively and efficiently deliver the project, to the highest possible standard, on time, to the agreed cost and to the clients satisfaction.

Roles & Responsibilities

Assist the project team by ensuring all enquiry forms are completed and all relevant documents are sent with enquiry to agreed timescales.

Tender Phase

- To grade and prepare tender with project team when required.

Mobilisation Phase

- Prepare budget for each project by work packages and prepare cash flow forecasts. Send out sub-contract enquiries.
- Brief the Woodhead team on the financial strategy to achieve the required profit.
- Identify opportunities for cost savings and profit improvement.
- Get work packages to achieve agreed KPI's and 'Best Value'.
- To ensure that the mobilisation process is signed off.

Construction Phase

- Maintain regular communication with Site Manager.
- Check all contract documentation and drawings as they are issued.
- Report any discrepancies. Value work at agreed dates, apply for and issue relevant payment certificates.
- Carry out cost value reconciliation and report to team and Senior Management any changes from agreed % (anticipated final account).
- Report to the client's representative any financial implications of any changes attributed to the client.
- Keep up to date both client and Company KPI's.

- Report, at least monthly, the financial status of the project to the team and Senior Management.
- To complete the final account and obtain agreement at the earliest opportunity.

Close Down Phase

- Report on performance of Sub Contractors and suppliers.
- Report on client and Company KPI's.
- Prepare files for archiving.

Please send your CV/company application form and cover letter to gphillips@woodhead-group.co.uk

Reporting to: Team Leader

Experience & Skills			
	<u>Essential</u>	<u>Desirable</u>	<u>Assessment Method</u>
A solid track record in main contracting (QS/PM) environment. It is unlikely applicants with less than 5 year's relevant experience will be suitable, however especially strong candidates will be considered with less.	✓		
Design management and co-ordination		✓	
Effective IT skills	✓		
Chairing meetings with internal/external stakeholders	✓		
Valid CSCS card	✓		
SMSTS		✓	
First Aid		✓	
Values			
Our Core Values are extremely important to us and you must be able to demonstrate all of the below:			
	<u>Essential</u>	<u>Desirable</u>	<u>Assessment Method</u>
Trust Demonstrates openness and honesty	✓		
Teamwork Ability to work effectively within a team to meet shared objectives.	✓		
Responsibility Demonstrates an ability to strive for excellence; able to learn from mistakes; continually develops skills; willing to learn.	✓		
Respect Treat everyone with respect, take responsibility for own actions and give and receive constructive and consistent feedback to others.	✓		
Honesty Create a climate of openness with colleague and other people within the work environment.	✓		