

Employment Opportunity

Project Manager / Senior Project Manager



Job reference: PM/SPM 2022

We have an exciting opportunity for an experienced Project Manager / Senior Project Manager to join our growing Project Management team. We are looking for someone who is client focused, passionate about a service that excels and will add to our wide breadth of experience and working knowledge across a range of construction projects.

Our Project Management team operates within our multi-disciplinary consultancy working for a range of clients, so adaptability and agility are key to the role.

About us

Silver has recently celebrated its 75-year milestone. From our infancy in quantity and building surveying specialisms, we have developed organically over the last twenty-five years, into a multidisciplinary practice; providing a wide variety of services to our Clients including Building Surveying, Cost Consultancy, Project Management, Employer's Agent, Health and Safety CDM Coordinator/Principal Designer, Site Inspection and Party Wall Surveying services. We have a broad base of Clients with significant property portfolios. Silver has diversified our service offering through successful recruitment, graduate programmes and continuous investment in technology, training and development.

Based on our continued optimism and plans for growth through new opportunities and client acquisition, along with our core value that our employees are the foundation to our success; we believe that Silver can offer an excellent career opportunity and progression, predominantly working in the residential and education sectors.

Job Overview and Core Competencies

A suitable candidate will be responsible for the delivery of the following (not necessarily exhaustive):

- ✓ Understanding the Client's requirements, assisting with the Project Brief and producing our Success Delivery Plan (SDP);
- ✓ Attending Client meetings, taking, producing and issuing minutes;
- ✓ Identifying and advising Clients on project risks, assessing their likelihood and impact and identifying mitigation measures in respect of those risks;
- ✓ Consulting with key consultants, including the Principal Designer and Cost Consultant at all necessary stages;
- ✓ Preparing feasibility estimates in conjunction with the Cost Consultant;
- ✓ Undertaking and/or coordinating a technical appraisal of the project;
- ✓ Providing procurement advice, in respect of matters including prequalifying and tendering processes and procedures (adhering to public procurement regulations, where necessary);
- ✓ Evaluating and analysing pre-qualification questionnaires, tenders and producing tender reports;
- ✓ Producing programmes setting out the pre-construction, procurement and construction phase of the works;
- ✓ Providing and/or coordinating cost and planning advice, including alternative design and construction options;
- ✓ Coordinating with the Principal Designer/CDM advisor in respect of the CDM Regulations (or subsequent legislation which may arise from time to time);
- ✓ Procuring specialist surveys and investigations;
- ✓ Advising Clients on appropriate standard forms of contract/agreements/appointments;
- ✓ Preparing contract documentation and coordinating the execution of those contracts;
- ✓ Administering construction contracts, in the capacity of Employer's Agent, Contract Administrator or similar;
- ✓ Producing and/or analysing detailed programmes, financial progress reports and cash flow forecasts;
- ✓ Carrying out monthly valuations, extension of time claims, loss and expense claims;
- ✓ Checking the satisfactory completion of construction projects, issuing certificates of Practical Completion and compiling/assessing Final Accounts;
- ✓ Managing and reporting upon the performance of project parties, including contractors.

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A suitable candidate will meet the following criteria:

- ✓ Minimum 5 years' PQE in the property and construction industry;
- ✓ FRICS, MRICS or AssocRICS or willing and able to work towards achieving the same;
- ✓ Private practice experience preferred;
- ✓ Comprehensive knowledge and experience in commercial management or construction projects;
- ✓ Extensive experience producing and administering construction contracts;
- ✓ Excellent oral, written and numeracy skills;
- ✓ Ability to self-manage as well as working as part of an integrated team;
- ✓ Accountable and responsible for professional conduct;
- ✓ Capable of supporting with the management of a small team and mentoring junior colleagues;
- ✓ Proficient in the use of IT including Microsoft software, especially Microsoft Word and Excel;
- ✓ Hold a valid, clean driver's licence.

If you are enthusiastic with an aspiration to develop and work as part of a growing, successful and forward thinking business, you need to contact us at Silver.

Remuneration, Rewards & Benefits

The successful candidate will receive a competitive salary and package commensurate with experience and professional achievements, in addition to benefitting from the following:

- ✓ Group Surplus Bonus Scheme.
- ✓ Stakeholder Pension Scheme.
- ✓ Private Health cover.
- ✓ Death in Service cover.
- ✓ Access to an Employee Assistance Programme.
- ✓ 25 days paid Annual Leave (plus Bank Holidays).
- ✓ Sickness Insurance scheme
- ✓ Generous Finder's Fee policy.
- ✓ Relevant professional membership fees paid.
- ✓ Flexible working opportunities.

Remuneration, rewards and benefits are subject to terms and conditions.

Equality of Opportunity

We are committed to equality of opportunity for all and providing employment and services which are free from unfair and unlawful discrimination. We are committed to ensuring that no applicant, colleague or member of public receives less favourable treatment on the grounds of age, disability, race, sex, gender, gender re-assignment, sexual orientation, religion or belief, pregnancy or maternity/paternity needs or their marriage or civil partnership status.

How to Apply

Please send your CV to recruitment@silverdcc.com. Please quote the **Job Reference PM/SPM 2022** in the title of your email.

Strictly NO AGENTS.