

Job title:	External Project Manager
Directorate:	Commercial Services
Date written:	March 2025
Notice period:	2 Months
Job grade:	GG5-12
Job code:	1794

Purpose of job

To lead on all complex projects, major refurbishment or investment project planning for our existing property portfolio which could arise from major defects, complex technical challenges, such as subsidence, or dis-repair cases.

To provide detailed reports and assessments on issues arising to ensure the Head of Service has sufficient information to determine the appropriate actions going forward including to determine if long term investment, repair or renewal are the most appropriate options.

Operating across the whole geographical area of Abri Group, covering a variety of multi-disciplined projects to be delivered utilising approved contractors ensuring Abri complies with its statutory obligations and customer expectations.

Key duties and responsibilities

- Lead on all project requirements relative to complex investment or repair solutions, as identified through the Abri maintenance, Asset Management or Housing teams.
- Act as the daily conduit between our planned works, stock investment, maintenance teams, and contractors to establish any challenges arising from existing stock, ensuring that longer term solutions are identified.
- Specify, produce and manage programmes of work for property projects across the operational area of Abri ensuring all works are executed in accordance with Financial and Procurement regulatory requirements.
- Ensure all S20 consultation requirements are completed for all project works across the business
- Ensure all work packages to be tendered are comprehensive in terms of scope of works, specification and quality standards to deliver value for money. Utilise available

information and experience to identify alternative or best practice approach in assessing requirements.

- Instigate tendering or framework principles to procure suitable contractors in the delivery of project works, in conjunction with procurement business partner.
- Ensure all works are procured and undertaken in accordance with CDM and all other Health & Safety requirements.
- Monitor delivery of projects against agreed outputs and financial performance, ensuring timely completion, robust financial control and providing updates on monthly progress to the Senior Planned Operations Manager.
- Undertake inspections to ensure all works are delivered in accordance with agreed specification and quality standards ensuring compliance with Health & Safety legislation and Abri policies and procedures.
- Undertake and document regular meetings with contractors, suppliers and consultants. Address any issues of performance implementing strategies for improvement where required. Deal with issues of conflict and ensure proper performance of the contract.
- Ensure excellent standards of customer care are applied to each contract. Deal with all relevant customer queries or complaints in a sympathetic, pragmatic and prompt manner as per agreed policies and procedures.
- Engage with other areas of the business in a 'one team' approach, sharing knowledge and expertise in support of developing improvements and changes.
- To undertake any other duties commensurate with the position.

Knowledge, skills and experience required.

- Qualified to HNC level in a building related discipline and / or demonstrable experience of working in a similar role within a housing association or contractor.
- Knowledge of relevant statutory obligations related to the construction industry and housing sector, including CDM & Asbestos regulations.
- Experience of creating, procuring and managing contracts for building works and related services.
- Ability to organise, plan, project manage and execute works efficiently.
- Understanding of office software packages designed specifically for maintenance management.
- Commercially astute with the ability to demonstrate best value in decision making.
- Demonstrable analytical skills encompassing strong financial capabilities.
- Having personal drive and ambition to make a difference.
 - Demonstrate our values and behaviours.

- Effective interpersonal skills, including teamwork, networking, and negotiation skills with the ability to positively motivate all stakeholders, whilst building trusted relationships
- A creative and innovative thinker who is highly motivated, has a positive attitude, the ability to demonstrate divergent thinking and the desire to go the “extra mile” for all stakeholders.
- Ability to work on own initiative and make independent decisions in a high-volume environment based on the information available.
- Full driving licence and access to own transport with appropriate business insurance, or ability to travel in a timely and efficient manner to attend meetings in locations not easily accessed by public transport.