

JOB DESCRIPTION

CCL Solutions (Carveti Consulting Limited)



ROLE TITLE	Trainee Project Manager – placement year student 37.5 hours per week for a minimum of 45 weeks from July 2023
ABOUT CCL	<p>CCL Solutions is a professional management consultancy working on behalf of the client, delivering successful property and construction solutions nationwide and ensuring our clients get the building they need, on time and on budget.</p> <p>With 300% growth in the last 5 years and 80% of our business coming from repeat commissions, our clients rely on us providing a wholly satisfying personal service to them. Our continued expansion is due to us developing trust and becoming a dependable partner in the capital projects of our clients.</p> <p>See more about the work CCL and our sister companies do at https://carveti.group</p>
LOCATION	Office base in Hackthorpe, Cumbria or Warrington, Cheshire; regular site working
ROLE AND RESPONSIBILITIES	<p>Reporting to the Project Managers/Director, you will assist the PM team in the delivery of healthcare design and construction projects through the whole project lifecycle with values from £1m to £100m within the constraints of agreed budget, programme and quality criteria ensuring Client and Company objectives are achieved.</p> <p>You will also assist the Strategic Planning team in the delivery of Estates Strategy reports and the production of Business Cases to gain central government funding.</p> <p>Responsibilities will include all tasks required to support the team and associated business activities:</p> <ul style="list-style-type: none">● Project brief development and execution● Programme management● Risk management● Contract management, particularly NEC● Regular progress reports to all stakeholders● Technical advice and support● Value engineering● Quality Management reporting and inspection● Management of variations and defects● Managing resources within budget
WHAT WE OFFER YOU	<ul style="list-style-type: none">● You will be exposed to a diverse range of healthcare projects across the business and work alongside technical experts● You will learn new professional and personal skills, and gain new experiences● Previous placement students have been assigned independent low complexity projects● You will contribute to work packages within larger projects, assisting and supporting our PM team● You will have the opportunity to join the company as an Assistant Project Manager once you complete your studies (subject to performance)

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PERSONAL QUALITIES	<ul style="list-style-type: none">• You will be an ambitious, effective communicator with a friendly approach, and enjoy working as part of a professional team with the confidence to work under pressure• Honesty and integrity are essential, and you must demonstrate standards of personal conduct that are exemplary, encouraging all staff and clients to respect and trust you• You should have an adaptable approach to work with an ambition to achieve personal and company targets• Client satisfaction is absolutely key to our success, therefore you will be focussed on achieving the best outcome for our customers• You will have a flexible approach to managing projects across the UK as required, and to working outside of normal office hours on occasion to suit the business requirements• You must demonstrate a clear commitment to our values of social inclusion, equality and diversity
ESSENTIAL QUALIFICATIONS AND SKILLS	<ul style="list-style-type: none">• You will be enrolled on:<ul style="list-style-type: none">○ a BSc Hons Degree in a construction related discipline (achieving 2:1 grades in your second year,) or○ a BA/BSc in a management subject (achieving 2:1 grades in your second year,) or○ an MSc in a Project Management or Construction related discipline (achieving Merit or above.)• Full UK driving licence and access to vehicle for business use – you will be expected to travel to carry out your job• Good understanding of latest technology, innovation and best practice; proficiency with Microsoft applications; and the ability to use altogether to achieve efficiency
DESIRABLE QUALITIES AND SKILLS	<ul style="list-style-type: none">• Effective time management skills to plan and manage your own workload in accordance with project budgets
REMUNERATION	<ul style="list-style-type: none">• £20,000 p.a, plus discretionary 10% annual bonus (pro-rata) – this will rise if National Minimum Wage rates for your age are different• A subsistence allowance will be paid where appropriate• 33 days of annual leave p.a. (including UK statutory bank holidays, pro-rata)• Contributory pension scheme• Business mileage reimbursed
FURTHER INFORMATION AND APPLICATIONS	<p>Appointments are subject to the receipt of two references (one may be academic) which the Company deems satisfactory; and a three month probationary period during which you will be expected to demonstrate your suitability for the post.</p> <p>For an informal discussion regarding the role, or to apply directly with a detailed CV and covering letter, please contact: Jenni Carrick – Business Development & Administration Manager (Mon-Thurs) information@ccl.solutions 01931 420042</p>