

# JOB DESCRIPTION

## CCL Solutions (Carveti Consulting Limited)



<b>ROLE TITLE</b>	<b>Senior Project Manager</b> (f/t – 37.5 hours per week)
<b>LOCATION</b>	North West / North East & Cumbria
<b>ROLE AND RESPONSIBILITIES</b>	<p>Reporting to the relevant Director, you will be accountable for delivering healthcare design and construction projects through the whole project lifecycle with values from £1m to £100m, ensuring Client and Company objectives are achieved.</p> <p>Responsibilities will include all tasks required within:</p> <ul style="list-style-type: none"><li>● Programme management</li><li>● Project brief development and execution</li><li>● Risk management</li><li>● Contract management, particularly NEC</li><li>● Regular progress reports to all stakeholders</li><li>● Technical advice and support</li><li>● Value engineering</li><li>● Quality Management reporting and inspection</li><li>● Management of variations and defects</li><li>● Managing resources within budget</li><li>● Team management</li></ul> <p>Tasks and responsibilities outside the above may be requested of you from time to time, dependent on business needs.</p>
<b>PERSONAL</b>	<ul style="list-style-type: none"><li>● You will be an ambitious, effective communicator with a friendly approach, working as part of a professional team</li><li>● 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</li><li>● You should have an adaptable approach to work with an ambition to achieve personal and company targets</li><li>● 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</li><li>● You must demonstrate a clear commitment to our values of social inclusion, equality and diversity</li></ul>
<b>ESSENTIAL QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>● BSc Hons Degree in related discipline with at least 5 years post-graduation experience OR 10 years' experience in a Construction/Consultancy Project Management or Commercial Management role, preferably within the healthcare sector from a consultancy, contractor or healthcare provider background</li><li>● Chartered professional status in relevant organisation, i.e. APM, CIOB, RICS and demonstration of ongoing CPD</li><li>● NEC3/4 ECC PM accreditation</li><li>● Experience of managing or mentoring junior members of staff</li><li>● Experience of end-to-end project management</li><li>● Experience of successfully operating within multi-stakeholder environments, with the ability to challenge constructively and deliver client-led targets</li><li>● Effective time management skills to plan and manage your own workload and your team in accordance with project budgets</li><li>● Full UK driving licence and access to vehicle for business use</li></ul>

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	<ul style="list-style-type: none"><li>• Good understanding of latest technology, innovation and best practice; proficiency with Microsoft applications; and the ability to use altogether to achieve efficiency</li></ul>
<b>DESIRABLE QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Masters Degree in a related discipline or Project Management qualifications</li><li>• IOSH Managing Safely or appropriate Health &amp; Safety certificates</li><li>• Better Business Cases™ Foundation and/or Practitioner level</li></ul>
<b>REMUNERATION</b>	<ul style="list-style-type: none"><li>• £55,000 - £65,000 p.a., negotiable subject to qualifications and experience</li><li>• Discretionary 10% annual bonus</li><li>• 33 days of annual leave p.a. (including UK statutory bank holidays;) rising every 2 years to a maximum of 36 days p.a.</li><li>• Contributory pension scheme</li><li>• Staff benefits package including private healthcare and life assurance</li><li>• Car allowance and business mileage allowance</li><li>• Generous CPD and training, academic and professional qualification support, and professional institution fees reimbursed</li></ul>

<b>FURTHER INFORMATION AND APPLICATIONS</b>	<p>Appointments are subject to the receipt of two professional references which the organisation 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 &amp; Administration Manager (Mon-Thurs) <a href="mailto:information@ccl.solutions">information@ccl.solutions</a> 01931 420042</p>
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<b>ABOUT CCL</b>	<p>CCL Solutions is a professional management consultancy, delivering successful property and construction solutions within healthcare settings nationwide.</p> <p>As a small, passionate team with the NHS as a shareholder, we believe in diversity and success for our employees.</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>To see more about the work of CCL and our sister companies, please visit <a href="https://carveti.group">https://carveti.group</a></p>
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