

JOB DESCRIPTION

CCL Solutions (Carveti Consulting Limited)



ABOUT US

CCL Solutions is a professional management consultancy delivering successful property and construction solutions in healthcare projects nationwide. Our projects range in construction/refurbishment value from £0.5m to £130m.

From a start-up company of 3 staff in 2016, we have grown to a team of 13 supporting a turnover of £1.5m in 2023, with 80% of our business arising from repeat commissions from existing clients; our growth also comes from recommendations to new customers.

Our clients rely on us providing a wholly satisfying personal service to them, and our ambitious continued expansion is due to us developing trust and becoming a dependable partner in the capital projects of our clients.

WHAT WE DO

CCL Solutions undertake work across the whole building lifecycle:

Strategic Planning:

- Estates Strategies for existing land/buildings
- Business Case support/authoring for a new project or redevelopment of a site, to gain central government funding

Project Management Consultancy (new build, repurposing and refurbishment):

- Assist the client in the concept and design stages of any project
- Manage the development of the project to procurement of architects and contractors, value engineering and signature of contracts
- Project manage any demolition and enabling works to the start of the construction phase
- Manage and co-ordinate the entire programme of works throughout construction, including installation of medical equipment, to completion
- Management of snagging and defects

We are incredibly proud of the work we do and the projects we are delivering – watching our buildings come to life and the effect it has on the communities and staff around them is extremely rewarding, with several of our buildings winning architectural and healthcare industry awards.

If you think you're the type of person who can fit into our small, hard-working, growing and adaptable team to help us continue our growth and commitment to our clients, then we'd really like to hear from you.

Find out more about the work CCL and our sister companies do at <https://carveti.group>



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ROLE TITLE	Assistant Project Manager (f/t – 37.5 hours per week, Mon-Fri)
LOCATIONS	We work at various locations across the following areas: <ul style="list-style-type: none">• Northumbria / Newcastle / Teesside / North Yorkshire• Cumbria• Lancashire / Cheshire / Manchester
ROLE AND RESPONSIBILITIES	<p>Reporting to your Regional Director and the Managing 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>Responsibilities will include all tasks required within:</p> <ul style="list-style-type: none">• Development of Business Cases for central government funding applications• Assistance in bids and tendering• Programme management• Project brief development and execution• 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 <p>Tasks outside your main job remit may be allocated on occasion according to business needs; regular travel to fulfil site attendance at your allocated projects and our company offices in Cumbria and Manchester is required.</p>
PERSONAL	<ul style="list-style-type: none">• You will be an ambitious, effective communicator with a friendly approach, working as part of a professional team• 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• 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

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ESSENTIAL QUALIFICATIONS AND SKILLS	<ul style="list-style-type: none">• Minimum:<ul style="list-style-type: none">○ Recent or projected 2:1 BSc Hons Degree in Construction Management or related discipline;○ Diploma or degree in Project Management;○ Recent or projected 2:1 BSc or BA Hons in Business Management or related discipline• Effective time management skills to plan and manage your own workload in accordance with project budgets• Full UK driving licence and access to vehicle for business use• Good understanding of latest technology, innovation and best practice; proficiency with Microsoft applications; and the ability to use altogether to achieve efficiency
DESIRABLE QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none">• MSc/MA in a Management discipline• Experience of construction projects from a consultancy, contractor, or healthcare provider or any placement showing management experience
REMUNERATION AND BENEFITS	<ul style="list-style-type: none">• £25,000 - £32,000 p.a., plus discretionary 10% annual bonus (salary negotiable subject to qualifications and experience)• Staff benefits package including private healthcare• 33 days of annual leave p.a. (including UK statutory bank holidays;) rising every 2 years to a maximum of 36 days p.a.• Contributory pension scheme• Car allowance and business mileage reimbursed• Generous CPD and training, academic and professional qualification support, and professional institution fees reimbursed• Regular team events and activities

FURTHER INFORMATION AND APPLICATIONS	<p>Appointments are subject to the receipt of two references (one may be academic) 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 & Administration Manager (Mon-Thurs) information@ccl.solutions 01931 420042</p> <p>Should you require any assistance, adjustments or additional help to allow you to attend an interview or meeting with us, please let us know.</p>
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