

Forward thinking
Straight talking



Project Manager

JOB SPECIFICATION

Gateley / RJA

POSITION:	Project Manager
LOCATION:	Kibworth
CONTRACT TYPE:	Permanent

The *role*

We are looking for a talented and ambitious Project Manager, who is dedicated to providing an excellent service, to join our growing and successful Project team.

If you are looking for an opportunity to work within a supportive, ambitious, growing and energetic team and would like to join an award-winning law led professional services business, we would like to hear from you.

The *responsibilities*

- Project managing a portfolio of work, across multiple clients, typically comprising multiple residential development schemes across the UK.
- Acting as Employer's Agent/ Contract Administrator as required by the scheme Development Agreement.
- Following RJA's Quality Environmental Management System in the delivery of all services and ensuring our project specific procedures are followed and carried out to a high standard.
- Implementing and managing internal and external processes.
- Managing multiple projects simultaneously demonstrating excellent time management strategies.
- Communicating regularly with our Key Clients, keeping them appraised of project progress and treating them to an exceptional level of service.
- Understanding and management of charging items, identifying risk.
- Managing key forecasting data including key dates, house completions, cash flows, asset pools.
- Managing the provision and recording of essential plot handover information, liaising with compliance and data teams.
- Supervising the work of any assistants and apprentices in your team and helping them to fulfil their potential.
- Supporting unit delivery by analysing risks.
- Working independently and taking responsibility for the successful delivery of RJA's PM services on all projects you are working on.
- Actively looking to take on additional responsibility and stand in for the Associate or Senior PM when they are unavailable.
- Undertaking a minimum of 20 hours Continuing Professional Development every year.

The *person*

Candidates will be able to demonstrate the following attributes:

- Ideally, a Degree in Project Management, Quantity Surveying or a construction related field.
- Substantial experience of working within a Consultancy, Construction Company, Housing Association or related organisation.
- Experience in running projects independently.
- Strategically minded with strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Excellent organisational and time management skills.
- Attention to detail and commitment to quality.
- Skilled negotiator.
- Driving licence and own car. Willingness to travel to sites across the UK as required.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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