

## **Role summary**

The Project Management Group (PMG) are integrated into each of our project teams and provide support to the in-house architectural and multi-disciplinary design teams to deliver successful world class projects with particular focus on change and risk management using the most up-to-date project management standards.

PMG plays a key role during the design and construction phases, through the provision of client liaison, project cost analysis, sub-consultant procurement, change control, contract administration, programming, design risk management along with invoicing / payment control and advising on project resourcing.

## **Role Definition**

**Job title:** Project Manager

**Reporting to:** PMG Partner on a day-to-day basis and ultimately to the Head of Management Group

## **Responsibilities**

- Review of Requests for Proposals (RFP) for new opportunities and assist the project teams to establish and understand the RFP requirements
- Liaise with the project teams, resources planners and commercial managers to establish the forecasted project costs by providing programme, contractual and deliverable obligations
- Assist the project teams, legal team, bid managers and commercial managers to contribute to fee proposals and RFPs
- Review of fee calculations and appointments for potential projects and variations / additional services
- Advise on contract obligations and administration for the project teams and assist with predicting, mitigating and resolving contractual issues
- Liaise with the project teams to meet the contractual obligations of the appointment
- Liaise with the project accountant to submit monthly invoices and follow up with the Client for timely payments along with managing the invoicing / payments for our sub-consultants.
- Prepare, update and communicate key documents including, project plans, detailed design programmes, change control processes and design risk registers
- Communicate promptly and professionally with the Client, the wider project team and related stakeholders through
- Maintain an understanding and knowledge of and compliance with F+P procedures and standards
- Report regularly to line manager

## **Qualities and Skills required**

- Appropriate qualifications for the role
- Demonstrable experience in the design consultancy or building industry
- Project and design management experience
- Understanding of the architectural design process
- Positive attitude and excellent organisational skills
- Resilient to coping with conflicting demands and able to prioritise duties
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Demonstrate initiative and a proactive approach
- Excellent interpersonal skills and able to work independently as well as part of an effective team
- Methodical, accurate and consistent attention to detail
- Able to manage sensitive and confidential information
- Robust, methodical analytical skills and critical thinking
- Ability to build trusted relationships at all levels, both internally and externally
- Legally able to work in the country in which the position is based

This description reflects the core activities of the role but is not intended to be all-inclusive. Other duties to suit the requirements of the projects may be required in addition to changes in the emphasis of duties from time to time.