

Job title: Project Manager, Quails Commercial Ltd (QCL)

Reporting To: The Managing Director of Quails Commercial Ltd



Purpose of Role:

To support initially the Managing Director of Quails Commercial in project managing the development of Commercial, Residential and Mixed-Use Projects from inception through to sale, working closely with colleagues within QCL, external consultants, the Quails Group, and its shareholder Epping Forest District Council.

Key Areas of Responsibility:

- Project management of development of projects from inception through to sale.
- Alongside the Development Managers leading consultant teams through planning, pre-letting, development, delivery, marketing and sales.
- New site analysis with good awareness around constraints, costs and construction.
- Preparing Development Briefs, assisting in the preparation of Business plans, programmes and reporting
- Overseeing design coordination and planning applications
- Supporting financial analysis with cost advice and programming implications and risks.
- Ensuring stringent Health and Safety compliance
- Delivering procurement compliance and construction contracts
- Supporting public consultation events and presentations to the QCL Board and Shareholder.
- Proven track record of project managing development schemes from initial negotiation, feasibility and planning through delivery to leasing and sales
- Experience of residential, commercial and mixed-use development, ideally with experience of working with public sector stakeholders

Core Company Responsibilities:

- a) To deputise as required for the Development Managers.
- b) To ensure, implementation and monitoring of Health and Safety policy and practice.
- c) To comply with the Group and the Company's Risk Management strategies, identifying and mitigating against risk.

- d) Implementing procedures for contract management and administration in compliance with Quails Group's policies and for monitoring financial, commercial, and operational targets.
- e) To comply with Standing Orders and Quails Group Policy and Procedures.
- f) To always ensure that the operations and activities of Quails Group are carried on in such a way so as not to cause harm to Quails Group's reputation nor to embark upon any course of action that might have adverse regulatory implications for Quails or any other member of the Group or EFDC.

Skills and Experience Required:

- Strong track record in commercial and residential development and project delivery within the private and/ or public sector
- A self-starter, highly motivated, enthusiastic, dedicated and driven to achieve high standards and results
- A lateral and forward thinker, able to originate and work up ideas and problem solve
- The ability to assess and understand legal documents including construction contracts, leases, planning and professional appointments
- Excellent communicator in both verbal and written format; able to facilitate clear, concise and timely communication amongst others
- Comfortable working autonomously but still working within a collaborative team environment
- An effective team player who understands when to ask for help if needed and has an ability to support others
- A proven ability to work under pressure
- Strong skills in negotiation or persuasion; able to maintain a highly ethical approach
- Professional and courteous manner in doing business and dealing with all stakeholders inside and outside the organisation

Qualifications:

MRICS or similar with at least 5 years PQE

