

## ACS Ltd – Operations/ Project Manager Role

### Company Overview:

For over twenty five years Arun Construction Services Limited has been operating from bases in Surrey and Sussex. We provide a nationwide service to a wide range of commercial partners including Government divisions, Blue Chip City organisations, Retail Centres and Industrial Developments.

Our technical skill set and management infrastructure place us in a unique position to complete the most challenging projects efficiently, on time and in budget.

Teams of skilled professional operators are trained to work safely and efficiently with specialist equipment and techniques. Their expertise has earned us accreditations which underline our ability to deliver work to the highest standards.

### Purpose of Role:

To manage and be responsible for the production / organisation / operations and associated functions on site. To maintain, assist and supervise the day-to-day running of a project or site such that the successful completion of the works is achieved within the constraints of budget, time, quality and health & safety. All elements to be within either Company or legislative standards. To work closely with Senior Management to deliver projects within either Company or legislative standards.

### Key Objectives of the Role:

- Plan. Co ordinate and review the progress of the construction programme
- Monitor and implement the construction phase Health & Safety plan.
- Prepare drafts of amendments to the construction phase plan for approval.
- Ensure works are executed within legislative and Company requirements.
- Ensure compliance with the contract drawings and specifications, together with the Employers requirements and contractors proposals
- Secure from subcontractors, Risk Assessments and Method Statements as applicable.
- Comment on these Statements and Assessments.
- Prepare Risk Assessments and Method Statements for directly employed operatives
- Maintain a working knowledge of H&S legislation including changes to the legislation.
- Carry out audits of H&S as required by company procedures.
- Advise others of H&S requirements as required.
- Assist with selection of suitable potential subcontractors.



- Determine the scope of the package in conjunction with the Senior Manager.
- Monitor and control the progress of the subcontractors by means of established control methods (progress meetings, short-term programmes etc).
- Be aware of and control extra overs / variations from subcontractors e.g. day work, changes to envisaged methods or scope.
- Monitor progress of works against Contract Programme and record as necessary.
- Ensure Company operating systems are adhered to in all respects.
- Set up required operating systems at project commencement.
- Provide records to support Senior Management and QS commercially.
- Monitor performance of subordinates.
- Define role and responsibilities of the subordinate in the context of the particular project.
- Present professional image at all times.
- Build relationship with the Design Team and client.
- Be aware of the relationships that the contract will impose.
- Attend meetings as required.
- Report on changes affecting the works and comment on day works.
- Monitor and control site costs in line with contract preliminaries.
- Identify and discuss with Senior Management possible commercial opportunities arising from client information / changes or subcontract information / changes.

### **Financial Accountabilities:**

- Identify ways to reduce cost.
- Work within a given budget.
- Manage variable costs

### **People Accountabilities:**

- Required to supervise a medium to large team and subcontractors
- Co-ordinates available resource to deal with the work in hand
- Undertakes the performance reviews and provides training recommendations



- Responsible for performance management issues and recommending disciplinary actions.

**Behavioural Competencies:**

- Achieving and Doing
- Builds Relationships
- Business Awareness
- Contributing to continuous improvement
- Customer Focus
- Dealing with Change
- Delivery Through People
- Planning and Organising

