

## CONSTRUCTION PROJECT MANAGER JOB DESCRIPTION

**Reports to:** Chief Executive

**Hours:** 37.5 hour working week. Evening and weekend work may be required.

**Salary:** £40,000 - £50,000

**Holiday entitlement:** The holiday year runs from January to December. Annual entitlement is 24 days paid annual leave in addition to 8 public and bank holidays.

**Contract:** This is a full time, 12 month, fixed term contract.

**Location:** ACE Dance Space, Ground Floor, 54-57 Floodgate Street, Birmingham, B5 5SL and at 82 Milk Street, Birmingham .

### **Job Purpose:**

Plan, supervise, and coordinate the activities and operation of the project to ensure the timely, accurate, and cost-effective completion of it.

### **The Capital Project:**

Situated on Milk Street in Digbeth, Birmingham, the site currently houses a vacant brick warehouse. The project aims to rejuvenate the existing structure, proposing a thoughtful repurposing, coupled with the addition of a raised pitched roof extension. This extension is designed to house an internal performance space tailored to the needs of ACE. Note: ACE (African Cultural Exchange Ltd) is trading as ACE dance and music.

The primary objective of this innovative initiative is to establish a versatile cultural community arts hub, designed to house a dual-purpose performance space and a spacious dance studio, alongside an open-plan area dedicated to community arts.

### **PRINCIPAL RESPONSIBILITIES**

Represent the client (Ace dance and music) with Intervention Architects and the appointed contractor to ensure requests are understood and acted on.

Manage the project programme against time, tasks, costs and quality, alerting the CEO immediately to any changes or new risks.

Liaise with contractors on site, professional services, and the Architects to ensure quality control on all work and swift decision making.

Manage the risks, update the register at least monthly and be responsible for alerting the CEO to required project changes such as, but not limited to, the specifications, budgets, timetables or use of contingency.

Produce regular reports on progress, budget and risk management for Board, Board Sub-group, Project Management Team.

**ACE dance and music Ltd. Registered Office:** 54 – 57 Floodgate Street, Digbeth, Birmingham, B5 5SL

E: [admin@acedanceandmusic.com](mailto:admin@acedanceandmusic.com) / Tel: 0121 314 5830 / [www.acedanceandmusic.com](http://www.acedanceandmusic.com)

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Communicate effectively with all stakeholders including contractors, team members, and senior management.

Ensure all projects comply with health and safety regulations.

Document the project photographically and log decisions and their rationale for the future.

Arrange project meetings, minute them and circulate paperwork.

Commission production of a central indexed logbook with specs, installation details, manuals, risk assessments and safe systems of work for the activity carried out as part of the capital project.

Meet fortnightly with the Chief Exec and alert him immediately to any problems.

### GENERAL RESPONSIBILITIES

- Attending staff meetings, training sessions and other events, which may take place outside normal working hours.
- Any other duties considered reasonable by the company.
- At all times carrying out duties and responsibilities with regard to ACE's policies and procedures, details of which are available from the Company Administrator.

*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.*

### PERSON SPECIFICATION

ACE dance and music comprises a team of highly skilled and committed people. All staff members are expected to contribute as appropriate to the company's success and engage in the life of the company.

### ESSENTIAL REQUIREMENTS

- At least 1 year experience as Construction Project Manager
- A degree in a relevant field such as Construction Management, Engineering or Architecture.
- Experience of Design and Building Contracts.
- Proven experience leading major capital works projects.
- Sound knowledge of construction management principles, methods, and techniques.
- Strong leadership skills with a focus on team coordination and motivation.
- Excellent communication and negotiation skills.
- Proficiency in project management software tools.
- An eye for detail
- Good time management and organisational skills
- Computer literacy and administrative skills

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### CONDITIONS OF EMPLOYMENT

**Salary: £40,000 - £50,000**

Hours of work will fluctuate, based on a 37.5 hour working week. Evening and weekend work may be required.

Holiday entitlement: The holiday year runs from January to December. Annual entitlement is 24 days paid annual leave in addition to 8 public and bank holidays. For staff beginning or concluding their employment during the year, holiday entitlement is calculated on a pro rata basis.

#### **Benefits:**

- Company pension
- 24 days holiday plus bank holidays
- Health cash back scheme
- Free parking on site
- Casual dress

ACE has a training and personal development policy.

This post carries a probationary period of one month, during which time the notice period required by either party is nil. Subsequent to a satisfactory review, the notice period increases to one month.

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