Job Description
Senior/Associate Project Manager

Capital Projects – Project Management Team London
Reporting to – Cullum Alexander Director PM London

Professional responsibilities

Your key responsibilities will include:

- Providing clients with strategic project advice.
- Executing projects in the role of Project Manager.
- Acting as Contract Administrator or Employers Agent.
- Providing clients with due diligence or project monitoring services.

Technical Responsibilities

Your daily technical responsibilities will include:

- Development of feasibility studies.
- Strategic project advice.
- Brief development.
- On-site project management and control.
- Production of project execution plans.
- Liaising with planning supervisors on H & S issues.
- Control over all project budgets including consultants’ fees.
- Development monitoring and general construction advice.
- Pre-contract advice on construction/contract/cost aspects of building work.
- Preparation of general reports and recommendation to clients.
- Advise on procurement and programme issues of construction work.
- Hosting or facilitating procurement workshops.
- Hosting or facilitating risk workshops.
- Identifying appropriate consultants and setting up design/project delivery teams.
- Monitoring of building works and existing structures for compliance with regulations and bye-laws and client’s requirements.
- Administration of statutory provisions relating to buildings including works failing to comply with regulations and byelaws.
- Submission and negotiations of proposals to local authorities and local planning authorities.
- Preparation of contract documents.
- Contract administration, valuation and certification.
- Negotiating contracts with contractors
- Tendering and evaluation.
- Advising owners and occupiers on the use of building including services, maintenance, statutory responsibilities
- Plus any other ad hoc duties

**Other Duties**

Other Duties may include:

- Production of standard documents.
- Preparation of client presentations.
- Preparation of fee proposals.
- Business generation.
- Other ad hoc duties

**Watts PM Approach**

Our approach is somewhat different to some of our competitors; key aspects of this approach are as follows:

- We recognise that property is a commercial venture for our client’s and often a means rather than an end result. Accordingly our approach is risk and value focused throughout.
- With the current group’s competitively recent formation, we have taken the opportunity to capture best practice with limited bureaucracy.
- This is a deliberate approach to allow innovation and specific reaction to particular project circumstances (which are always different) with an over-all framework.
- Key control documents comprise
  - Project Execution Plan (inclusive of key action schedule, responsibility matrix and risk register)
  - Master programme
  - Master Brief
  - Budget, Planned Cash-flow and Expenditure Schedule
  - Status Reports
- We operate a flat structure, contribution to procedure and approach are welcomed from all.
- We recognise and reward success.
- We always seek to ensure that two members of the team work on each project; this provides redundancy and support.
- Our risk workshops are always chaired independently to the delivery of the project (normally by a Director). This allows the PM to take a full part in the workshop as a member of the team.
- We seek to provide our clients with a very high quality inclusive service for the agreed fee; our aim is to secure continued repeat business by being good at what we do.
- We do not complete design directly and we have no interest in bringing design consultants under our appointment in order to take a margin. We promote a separation of the design and control functions on a project to our clients; which we believe provides a health dynamic on the scheme and promotes success.
- We have a structured approach to contractor and consultant selection.
- We seek to develop the skills and careers of our team members.
- We pride ourselves of the quality of our team and specifically on their variety of background experience. Breath of knowledge adds to our ability to react to unusual circumstances and to find a commercial and optimum solution for our clients.