



Project Manager

Employer:	Constructing Excellence in Wales
Location:	Cardiff
Contract:	Fixed term (two year initially with potential for extension)
Hours:	Full Time – flexible working available
Position:	Project Manager
Salary:	£25,700 to £33,200 depending on experience.

Constructing Excellence in Wales (CEW) is funded by the Welsh government to help improve the construction industry in Wales. CEW works with all aspects of the industry - from government, clients, designers, construction firms, SME's and waste management organisations – to promote best practice. Sustainability is central to all our work, but our focus is collaborative working. Our vision is for the entire supply chain to work as a whole, a single team to deliver a sustainable built environment for Wales that performs across all of the government's targets.

Constructing Excellence in Wales (CEW) receives specific funding to deliver the Construction and Demolition Waste Programme. The programme works across the construction industry to promote and exemplify best practice and innovation; support market development where there is a market failure; and through leadership, engagement and awareness raising assist in the achievement of the Welsh Government's resource efficiency policy objectives.

The Construction and Demolition Waste Programme works through a waste hierarchy approach across six programme areas, namely:

- a. Policy development
- b. Align construction and demolition waste programme with carbon reduction agenda
- c. Securing high quality recycling of C&D business waste and increasing markets for recycle within C&D sector
- d. Increasing the procurement and use of materials efficient C&D products in Wales
- e. Minimising hazardous waste in the C&D sector and encouraging development of materials containing less hazardous substances
- f. Support Welsh construction industry to meet targets in Towards Zero Waste

The 2013/2014 delivery plan will focus on:

- i. Design for deconstruction
- ii. Increasing re-use and opportunities for re-use
- iii. Preparation of the industry for SWMP regulations
- iv. Moving towards a closed loop approach to recycling
- v. Increasing access to recycling infrastructure
- vi. Maximising the use of/removing the barriers for recycled materials/recycled content



Job purpose

Reporting to the Construction Waste Programme Director you will be responsible for the delivery of projects to support the construction industry to meet the targets outlined in Towards Zero Waste.

You will be required to:

General duties and responsibilities:

- Manage the development and execution of the project from initiation to closure
- Work with the project sponsors, partners, other relevant programmes and stakeholders across all aspects of project delivery
- Identify project-level risks and issues, resolving issues and solving problems throughout the project
- Track and report project milestones, including the production of status reports
- Determine resource requirement for project delivery to accomplish the project plan, which may include external contractors or consultants
- Develop tools and apply best practices for project delivery and management
- Work with CEW team to contribute to the administration, marketing and communication support for project outputs.
- Contribute to the preparation of monthly and quarterly progress reports, to include monthly expenditure.
- Undertake other tasks and duties as may be required from time to time and as directed by the line manager.

Key requirements and personal profile

To be successful in this role you will be educated to degree level or equivalent in a related discipline with demonstrable experience of project management and delivery in a demanding environment. You will have experience of the construction industry, its supply chain and a general understanding of resource efficiency.

CEW is an equal opportunities company and welcomes applications from suitably qualified and experienced candidates from all sectors of the community.

To apply, please forward CV's together with a covering letter outlining what you would bring to the position to susan.selkirk@cewales.org.uk

Closing date for applications: close of business 22nd March 2013.



Waste: Project Manager Specification

EDUCATION & EXPERIENCE	DESCRIPTIONS/DEFINITIONS
Essential:	<ul style="list-style-type: none"> – Educated to degree level or equivalent in a relevant discipline – Strong project management skills and experience – Experience of managing budgets – Experience of initiating projects either directly or through third parties including development of procurement documentation – Awareness of the different challenges presented by existing- and new-build properties – Knowledge and experience of the regulatory environment of the sector, specific waste regulation
Desirable:	<ul style="list-style-type: none"> – Broad general knowledge of resource efficiency and environmental issues – Knowledge and experience of the construction sector and/or its supply chain – Experience of undertaking desk-based research, and where necessary further primary research to pull information together in a report-format – Experience and knowledge of working with/on European funded projects – Professional membership to construction/environmental body
COMPETENCES	
Adaptable to Change	<ul style="list-style-type: none"> – Shows flexibility and a 'can-do' approach when facing new challenges and significant change
Planning & Organising	<ul style="list-style-type: none"> – Able to develop clear workable plans to organise activities and resources
Analysis & Decision Making	<ul style="list-style-type: none"> – Able to identify and analyse relevant data from multiple sources, making objective and timely decisions based upon available evidence and sound analysis
Achieving Focus	<ul style="list-style-type: none"> – Focus on working to clear outcomes, prioritising actions and overcoming barriers to deliver targets on time and to budget
Quality Focus	<ul style="list-style-type: none"> – Able to set up and work within quality management processes and systems
Personal Commitment	<ul style="list-style-type: none"> – Commitment, energy and enthusiasm for achieving challenging goals
Stakeholder Management	<ul style="list-style-type: none"> – Ability to build effective internal and external of contacts to support achievement of project targets. Make use of external networks to anticipate change and inform business strategy
Influencing & Negotiation	<ul style="list-style-type: none"> – An ability to negotiate with and influence others, creating commitment to achieving CEW goals
Communicating	<ul style="list-style-type: none"> – Excellent oral and written communication skills – Excellent IT skills (Microsoft office: Word, Excel, Project, Powerpoint) – Excellent presentation skills
Leadership	<ul style="list-style-type: none"> – Able to encourage and develop cross-functional and cross-organisational team work
Teamwork	<ul style="list-style-type: none"> – Able to make a strong contribution to teams