HOLKHAM

JOB DESCRIPTION

TITLE
Project Manager

LOCATION
Holkham, Wells-next-the-Sea, Norfolk

REPORTING TO
General Manager, Land and Property

THE HOLKHAM ESTATE

Our vision is to see Holkham recognised as the UK’s leading rural Estate against which others will measure their own success.

The Holkham Estate extends over 25,000 acres. The land and property-based activities include residential and commercial lettings, property development, arable and vegetable farming, forestry, country sports, an inn, a holiday park, beaches, car parks, admissions, cafes, shops, concerts and events.

OVERALL JOB PURPOSE

The Project Manager, is responsible for leading, coordinating and delivering specific building and development projects (value £0.5m to £5m+). This will include specific responsibility for refurbishment for the 274 residential dwellings across the Estate in line with set guidelines.

MAIN RESPONSIBILITIES

Project Development

- To be accountable for delivering specific new build, conversion and renovation projects at Holkham
- To contribute to identifying and assessing new development opportunities
- Liaise with Senior Managers to agree project objectives and specifications
- Lead with the assistance in preparing feasibility studies
- Advise and satisfy responsibilities under the CDM Regulations
- Prepare project programmes and coordinate a risk management process
- To submit and oversee planning applications as required
- Lead in the selection of external contractors and professional advisors
- To ensure projects meet agreed financial, quality targets and delivered on time
- Arrange, chair and minute meetings
- Prepare monthly reports monitoring budget, variations and programmes
Property Refurbishment

- Agree and develop the specification for cottage refurbishment
- To be accountable managing renovation project budgets
- Prepare the specification and scope of works and sign off with Building Manager
- Agree project budget with the General Manager, Land and Property
- Manage external contractors ensuring they are given clear direction to deliver what is required, within agreed timescales and budget

SKILLS REQUIRED

- Professional RICS qualification or similar proven experience (surveying or project management) essential.
- Experience of residential and commercial construction and project management in the private sector.
- Ability to select, negotiate and interface with senior third parties and in-house teams.
- Understanding building pathology, contract administration, project management skills of planning, programming and risk management.
- Understanding building regulations, JCT Minor Works and Intermediate Forms of contract and the CDM Regulations, planning legislation and procedures.
- Ability to work unsupervised and as part of a team, with the ability to manage different personalities and organisations.
- Understanding of finance, budgets, cash flows and appraisals.
- Health and safety knowledge including pre and post-contract administration

PERSONAL QUALITIES

- An organised planner with the ability to multi-task
- Hands-on proven leader with ability to inspire timely and quality work
- A good knowledge of Listed buildings and conservation techniques
- Good communicator
- Ability to delegate work and provide clear instructions
- Ability to monitor and maximise other’s performance
- A positive attitude and an ability to work calmly under pressure
- Ability to work as a team so that goals are met.