
Summary of Role

Job Title:	Project Development Manager
Reporting to:	Chief Executive
Hours:	Monday – Friday 9:00am – 5:00pm
Location:	The Building Centre, 26 Store Street, London, WC1E 7BT
Salary:	£45,000 subject to experience
Application Deadline:	ASAP by email to Careers@BuildUK.org including CV and supporting statement setting out in no more than 300 words why you are the best person for the role

Build UK is the leading representative organisation for the UK construction industry. Offering influential and dynamic leadership, Build UK is transforming the delivery of construction projects for the benefit of the industry, its clients, and the UK economy. Representing more than 40% of UK construction, Build UK creates the conditions for supply chains to thrive by delivering change on key industry issues.

Our friendly team is based in offices in central London where we have a vacancy for a **Project Development Manager**. This is an exciting opportunity for a high calibre individual to join and strengthen the Build UK Policy team, which works on a range of interesting and unique projects focused on our three strategic priorities of **Improving Business Performance, Increasing Productivity, and Recruiting, Training and Retaining Talent**.

About the Role

Projects led by Build UK have the potential to deliver wide-scale change for the construction sector, and this role will enhance the dynamic project management capability within Build UK. The right candidate will manage projects from the initial planning stages through delivery to completion and appraisal. This will involve identifying the challenge or opportunity the project is responding to; establishing and managing stakeholder relationships to support delivery; and proactively managing and monitoring the project, deliverables and risks at each stage.

You would be expected to develop an understanding of the business of Build UK and its members, have the ability to prioritise a busy workload, be confident and dynamic, project a professional image, and have excellent written and verbal communication skills.

Result Areas

- Successful delivery of a wide range of projects on programme and within budget
- Collaborative, considered solutions to long-standing issues within the industry
- Clear and succinct papers, guidance and standards for implementation within the industry
- Increased engagement of members and stakeholders in Build UK projects
- Effective representation of members on external committees
- A high-quality network of contacts
- A valued member of the Build UK management team

Responsibilities

- Managing project delivery end-to-end, including preparing project briefs, producing timescales and programmes, managing multi-disciplinary teams, planning and anticipating risks and opportunities, and reporting on success
- Working effectively and strategically to deliver against set objectives across a number of priorities, from cross-cutting issues such as Brexit to specialist construction issues including building safety and skills
- Analysing data and surveys and producing responses to industry consultations
- Building relationships with a wide range of stakeholders, including Government particularly MHCLG, CITB, CSCS and HSE
- Managing Steering and Task Group meetings, including briefing the chairperson, taking and preparing minutes, and delivering follow up actions
- Working collaboratively with members and stakeholders to support the delivery of Build UK priorities
- Recognising and communicating how Build UK projects will 'transform the industry'
- Fulfilling a management role within the team
- Carrying out assigned duties efficiently and in accordance with Build UK processes and procedures.

Experience & Skills

- Educated to degree level or equivalent with excellent written and verbal communication skills and relationship management skills
- Extensive experience of managing projects, including delivering to strict deadlines
- Leadership and management experience and a team player with a 'can do' attitude
- Excellent organisational skills to manage own time and work prioritisation in a fast-paced environment and ensure team members stay on track
- Ability to multi-task across a number of different projects whilst maintaining high quality of work
- High attention to detail and ability to present information clearly and succinctly
- Well-presented and professional approach
- Working knowledge of the construction sector is not essential but would be an advantage.

Build UK Core Values

- **Corporate Image** - Ensuring commitment and attention to detail with a particular focus on the consistent and professional appearance of Build UK at all times
- **Credibility** - Delivering honestly and effectively each and every time whilst having the confidence to say that more information is required before an answer can be given
- **Innovation** - Being prepared to take risks and make decisions that push traditional boundaries resulting in new and innovative projects and ways of working
- **Delivery** - Taking ownership and responsibility for tasks, preparing for all eventualities and seeing commitments through to the end
- **Team** - Playing to the team's strengths and providing encouragement and support to colleagues as well as debriefing effectively and learning lessons with a view to continuous improvement.