

Job Title: Project Manager / Employer's Agent

The Role: An exciting career opportunity has arisen for a Project Manager / Employer's Agent to join our Brighton office team and carry out the full spectrum of pre-contract and post-contract services for Local Authority and private Clients from inception to completion. Our current projects include small infill developments up to sites accommodating more than 550 homes and range from £500k to £70m.

The majority being new builds and some refurbishment works. The successful candidate will have office refurb and residential experience, we will offer circa £50k depending on level experience.

Projects they would be working on include:

- EA on a refurbishment of former school buildings into offices. £4m. Portslade. Works are just starting on site. JCT DB16
- PM for the refurbishment and extension to occupied office building in central Brighton. £29m. currently in preplanning design phase. PPC2000
- EA on new build residential scheme in Bexhill. £11m. Currently in reserved matters application and design phase
- PM, CA on refurbishment of a respite care home in Eastbourne. £700k. contract TBA

The role offers an excellent opportunity to get involved in a variety of different aspects of the project with the opportunity to identify and develop potential new business.

Requirements: The successful candidate will have a demonstrable background of delivering new-build and refurbishment projects for Registered Providers and Local Authorities with a strong approach to cost and quality control. They will ideally also be able to demonstrate experience of working on commercial, hospitality, education or healthcare schemes; furthermore, they will need sound knowledge of procurement approaches and construction.

The ideal candidate will:

- Be confident with managing their own workload as well as direct and assisting in the workloads of junior colleague(s) in accordance with Practice procedures, aims and objectives
- Have a demonstrable background of delivering cross sector developments advising the Client throughout the entire construction process
- Have a high level of commerciality, which is required in order to advise our Clients appropriately throughout the options appraisal phase.
- Manage financial aspects of projects and keep the Client up-to-date at all times
- Over 5 years' experience as PM/CA/EA
- Knowledge of JCT suite of contracts and PPC2000
- Strong Client facing skills

Package:

- Initially 25 days annual leave increasing with service
- Pension scheme
- Ride to work scheme
- Buying of additional holidays
- Flexible/agile working

- We would consider part time working

Our Company:

We are a Construction Consultancy, have been around since 1970 and employ over 170 people. Over the years we have built a reputation of integrity, reliability and excellence for all of our services.

Our business, which operates out of five offices in Beckenham, Brighton, London, Cambridge and Colchester, is continuously growing and the feedback from our Clients is glowing.

We have achieved our success by focusing on the goals of supporting and looking after our staff and Clients and making sure that any future expansion does not conflict these ideals.

We are delighted that we have been recognised as meeting the high standards of organisational excellence defined by the 'Investors in People' (IIP). We feel that from obtaining this accreditation, it is an important step in ensuring our employees feel they are valued and an integral part of the Company.

For more information on Potter Raper please visit our website – www.potterraper.co.uk

Office Location:

Potter Raper
Office 1
10 Hannington Lane
Brighton
BN1 1GS

Process:

We will review your covering letter and CV in detail, should you be successful at this stage then you will be invited in for an interview by a Director. During the interview we will explain the next steps and give you an opportunity to ask us any questions you may have.

We are an Equal Opportunities Employer and all applications will be treated in the strictest confidence.

Reference Number:

PMEA/NT/BRI/21

To Apply:

Please send your covering letter* and CV to: -

recruitment@potterraper.co.uk

*Please include in your covering letter your salary expectation.

Please include 'Project Manager / Employer's Agent – Brighton' in the email subject title

Recruitment Policy:

If you are a Recruitment Agency and you choose to respond to this vacancy post then you are deemed to have read and accepted our Recruitment Company Terms and Conditions. This can be found here –

<https://www.potterraper.co.uk/wp-content/uploads/2021/01/Recruitment-Policy-2020.pdf>