**PROJECT MANAGER**

**MANX DEVELOPMENT CORPORATION**

**JOB DESCRIPTION**

**DATED: 17/11/23**

**Job Title: Project Manager**

**Level: Minimum 5 years experience with relevant Built Environment qualification.**

**Responsible to: Managing Director**

**Responsible for:**  **No current line management responsibilities.**

**Location: Office-based in Douglas, Isle of Man.**

**Contract Arrangement: Full-time, 37 hours (excluding lunch) – potential for a level of flexible working.**

**Contract Type: Limited Appointment (fixed term) for one (1) year**

The contract will be automatically terminated after one year, although it may be renewed upon mutual agreement.

**Remuneration Package:** **£50,000 to £60,000 per annum dependent upon experience**

10% of gross salary per annum, paid monthly, as a cash in lieu of pension payment (please note that this is taxable).

 25 days leave entitlement plus 10 Manx public holidays.

 Enhanced maternity and paternity benefits.

**Purpose of Position**

This position is key to ensuring effective operations for MDC as part of the Island’s property development sector. The role combines management of professional teams as well as integrated working as part of the MDC wider team.

You will work closely with the Managing Director and wider MDC team to ensure:

* An effective approach to project and contract administration.
* Full utilisation of SharePoint and Procore (Common Data Environment) for storing and accessing knowledge and information and for office calendar management, in line with business needs and GDPR (we can provide the successful applicant with SharePoint, Procore and GDPR training, if required).
* A well-maintained management system, consisting of company policies, handbooks and templates, plus the MDC Risk Management Framework.
* Timely production of management reports for the MDC Board, meeting minutes and the quarterly reports to the main governance body, the Government’s Brownfield Regeneration Steering Group.

**Main Job Activities**

* Project documentation management – production, distribution, maintenance using the MS Office and Procore (CDE) suite of applications.
* Management of professional teams on major development projects from inception to completion. This will include the procurement of the professional team to suit the required brief for a development. A good knowledge of the preconstruction processes and construction project financials would benefit the role.
* Multi-project planning and scheduling using MS Office applications such as Excel and MS Project and maintaining the MDC SharePoint Calendar.
* Contract management – maintaining contracts and updating contract templates, as required.
* Invoice management – processing, tracking and recording invoice payments on multiple projects with assistance of the company Head of Finance.
* Maintaining and amending relevant company policies, processes and handbooks within the MDC management system, which are all stored in a SharePoint repository.
* Production of management reports, meeting agendas & minutes (including attendance at meetings) and the generation of KPI dashboard updates.
* Other duties as required by the Managing Director relating to property development project coordination or to maintaining the smooth running of the MDC office.

**PERSON SPECIFICATION**

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| **QUALIFICATIONS** | **ADDITIONAL NOTES FOR APPLICANTS** |
| A Degree, BTEC, or A levels in built environment disciplines or an allied subject such as Project Management. | *If you are a graduate, please include details of your degree, when you graduated and the academic institution. For BTEC and A level applicants, please provide details of subjects, grades and the date of your awards.*  |

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| **EXPERIENCE** |  |
| Employed since graduation within one or more of the built environment sectors or in a different sector in project management or customer services role.  | *This may be explored within the interview, but should be defined within the CV or covering letter.* |

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| **KNOWLEDGE & SKILLS** |  |
| Knowledge of project management and an understanding of workstreams, programming, and prioritisation setting. Clear understanding of the preconstruction processes and construction project financials would benefit the role. | *Ideally as a project manager, project coordinator of relevant construction professional. The detail of the experience should be evidenced in the CV or covering letter.*  |
| Experienced in using the MS Office suite including Work, Excel and PowerPoint along with any relevant Common Data Environments.  | *Tell us as about additional areas of expertise such as SharePoint, Procore, or similar, Visio, MS Project and/or Canva etc. within the CV or covering letter.*  |
| Excellent written and oral English usage and experienced in writing reports and/or meeting minutes. | *The CV and cover letter should demonstrate skill levels with correct grammar and spelling. The context in which reports have been written and minutes taken should be covered in the CV or covering letter.* |
| Numeracy skills and able to analyse data | *These skills may be explored in the interview.* |
| Ability to learn and manage the operation of a document management systems/common data environments such as SharePoint and Procore. | *Where the applicant does not have previous experience, the interview will provide an opportunity to explore the applicant’s aptitude.* |
| Organised, with good attention to detail and an ability to finish tasks within timescales set. | *Evidence of this skill should be provided in the CV or covering letter.* |
| A structured approach to setting up and maintaining accurate filing systems. | *This skill may be explored during the interview.* |
| Awareness of and adherence to Health & Safety and GDPR procedures while carrying out duties. | *These are obligations on all employees.* |

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| **DISPOSITION** |  |
| Discretion and sound judgement, able to maintain confidentiality. | *This will be evidenced through the interview and references.* |
| Must be able to work on own initiative with minimal supervision, deal with multiple complex projects, prioritise work, meet tight deadlines and cope with sustained high levels of workload. | *Within the office environment, there will be frequent interruptions, a need to multi-task and meet inflexible deadlines. Applicants will be required to give examples of their abilities.* |
| Able to contribute to a team approach, be a team player and maintain effective working relationships with MDC staff and the public. | *Evidenced through examples at interview and references.* |
| MDC has four core values; Respect, Integrity, Collaboration and Innovation, which applicants should manifest within their application for this position and throughout the period of employment. | *This will be evidenced through the interview and references.* |

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| **CIRCUMSTANCES/INTERESTS** |  |
| Isle of Man Worker /eligible work permit. | *Evidence will be sought* |

**GENERAL REQUIREMENTS FOR MDC EMPLOYEES**

**Probationary Period:**

All employees are required to undertake a 3-month probation period during which time his/her/their work and conduct will be carefully assessed in accordance with the Probationary Period Policy.

**Confidentiality:**

All employees are required to enter into a non-disclosure agreement due to commercial sensitivities and obligations as part of a Government owned arms-length company and to comply with GDPR.

**Performance Management & Improvement:**

All MDC employees have a personal responsibility for performance management. The role holder will be expected to respond to feedback and contribute to their annual performance development review.

**Health & Safety:**

The role holder will be responsible for his/her own health and safety and the impact of his/her/their actions on others. They will be responsible for identifying any possible risks or near misses.

**TO APPLY**

For further information and to receive an application form, please email info@mdc.im