



RECRUITMENT

REFERENCE NUMBER:	FAPRMA1118
JOB TITLE:	Facilities Project Manager
LOCATION:	Denham, Middlesex

Martin-Baker is the world's leading manufacturer of ejection seats and related equipment.

It is the only company that can offer a fully integrated escape system that satisfies the very latest in pilot operational capability and safety standards. Martin-Baker offers a complete 'end-to-end service', from helping the customer to establish operational safety and escape requirements, including design, development and qualification, to on-going support throughout the entire service life of the aircraft.

DEPARTMENT NAME:	Facilities / Works Management
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JOB DESCRIPTION

A vacancy has arisen for a Facilities Project Manager in the Facilities department at Denham. This role holder will be responsible for coordinating the day-to-day management of Fabric Construction and M&E Building Services projects from inception through to completion.

AREAS OF RESPONSIBILITY:

- Support the Facilities Manager in successful project delivery.
- Coordinate, supervise and deliver Facilities projects from inception through to completion.
- Establish and communicate project feasibility, timescale and budget information.
- Establish design brief / project specifications / scope of works.
- Request, collate and distribute all contractual documentation required.
- Assisting the delivery of projects with the framework of risk, sustainability and environmental considerations agreed at the business case/ project brief stage, while maintaining focus on time, cost and quality.
- Assist with selection, management and administration of appropriate building contracts (JCT / NEC etc.) where required.
- Administration and oversight of project tender and contractor selection process.
- Administration and oversight of CDM Regulations, Planning and Building Regulations - and related compliance requirements.
- Liaising with both internal and external stakeholders (MBA Departmental Staff, external engineers, design consultants, suppliers and contractors).
- Coordinate meetings with all relevant project stakeholders as required.
- Maintain and issue weekly progress reports for all projects.
- Report and make recommendations about any aspect of the works including quality which do not conform to the plans, specifications or schedules of works and other documentation that might be unsatisfactory for any other reasons of designs, work or cost.

EDUCATION & QUALIFICATIONS:

- HND/Degree in Construction Project Management, Building Services or related subject.

SPECIFIC/TECHNICAL SKILLS:

- Good understanding and working knowledge of the JCT / NEC forms of Contract
- Good understanding and working knowledge of relevant legislation and statutory requirements including CDM Regulations, Asbestos Regulations, and Planning and Building Regulations and related compliance requirements.
- Good PC based skills, with experience in Word/Excel and Outlook.

PERSON SPECIFICATION:

- Well organised, diligent, proactive, assertive, well-disciplined and commercially astute
- Excellent communication and presentation skills both written and verbal
- A track record of working with teams and managing projects by prioritising workloads and delivering to tight deadlines
- Good practical problem solving skills
- A team player with a 'can do' attitude, outgoing, polite, patient, diplomatic, personable and flexible
- Able to manage sensitive and sometimes confidential information

KNOWLEDGE & EXPERIENCE

The ideal applicant will have a solid understanding of construction technology, M&E building services and new techniques as well as previous experience in an Assistant Construction / Building Services Project Management position.

For all successful candidates, Martin-Baker will undertake background security checks. As part of this, we will need to confirm your identity, employment history and address history to cover the past five years as well as your nationality, immigration status and criminal record. For positions that require Security Clearance, the successful candidate must hold or be willing to obtain security clearance up to the relevant level for the role.

TO APPLY:

recruitment@martin-baker.co.uk Quoting the REFERENCE NUMBER ABOVE and Salary Expectations