



RECRUITMENT

REFERENCE NUMBER:	FAPRMA0920
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 Management
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JOB DESCRIPTION

A vacancy has arisen for a Facilities Project Manager in the Facilities Management department at Denham. The purpose of the role is to coordinate the day-to-day management of small-to-medium Fabric and M&E projects (capital plant replacement / office refurbishment / internal moves etc.) within the MBA Facilities Team. Taking projects from inception through to completion – including liaising with internal MBA stakeholders, generation of project specifications and contract documentation, oversight of tender process, monitor and inspect construction work, record progress, carry out handover procedures, and ensure compliance with contract documents, construction regulations and best practice.

AREAS OF RESPONSIBILITY:

- Support the Head of Facilities Management in successful delivery of FM Estate projects through the coordination, supervision and delivery of projects from inception through to completion.
- Day-to-day management of multiple projects within a live / operational site.
- 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 forms of building contracts (JCT / NEC etc.).
- 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 external stakeholders including engineers, consultants, suppliers and contractors.
- Coordinate meetings with MBA internal stakeholders to fully understand the project brief.
- Maintain and issue weekly progress reports for all projects.

- Report and make recommendations both orally and in writing 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.
- Support the Head of Facilities Management / H&S Manager to continuously monitor work on site in accordance with MBA Health & Safety Procedures, Contractor's Method Statements and the Construction Health and Safety Plan, and endeavour to ensure the safety of all persons affected by the works. Promptly report breaches in written form.
- Examine, as far in advance as possible, all contract documents and drawings on individual projects for discrepancies. Attend pre-contract meetings. Report on the contractor's anticipated building programme and on the performance of contractors and external consultants.
- Check that progress is maintained according to the building programme and advise on any likely cause for delay to the Head of Facilities Management / Project Delivery Team.
- Work with the Facilities Team to prepare and attend snagging inspections prior to Practical Completion of the works. Ensure that schedules of defects after handover are maintained, and their rectification before the expiration of any defects liability period.
- Work in collaboration with other members of the MBA Project Delivery Team (Purchasing / I.T. etc.) to ensure that projects run smoothly and objectives are achieved.
- Develop and maintain an up-to-date knowledge and awareness of all relevant regulations, British Standards and Codes of practice and ensure compliance with MBA Policies and Quality Management Procedures
- Ensure best practices and quality are being maintained
- Request, collate and distribute O&M Manuals
- Undertake sub-contractor performance assessments throughout and at the end of the contract period
- Flexibility to manage projects outside of normal works hours if required - where work may need to be undertaken to a schedule which will minimise the impact on production activities (electrical shutdown / capital plant installation etc)
- Support the Head of Facilities Management and work alongside the existing Facilities Maintenance Manager to undertake day-to-day management of hard and soft services Facilities provision to ensure that the Martin Baker Sites, Buildings, Grounds and Infrastructures are maintained to a good standard and provide a safe environment for employees and visitors.
- Support the Head of Facilities Management to ensure adherence to all Company and Statutory Health & Safety Requirements and Procedures, to ensure that activities on the site comply with all relevant codes and legislation.
- Management of indirect / non-maintenance Facilities tasks (e.g. generation and management of Facilities policies & procedures, utilities & energy management,
- Deputise for the Head of Facilities Management as / when required.

EDUCATION & QUALIFICATIONS:

- HND/Degree in Facilities and/or Construction Project Management, Building Services, or related subject.
- Working towards (at appropriate level) MRICS / MCIQB / MWIFM or equivalent verifiable work-based experience and training.

SPECIFIC / TECHNICAL SKILL

- Good understanding and working knowledge of construction forms of Contract
- Good understanding and working knowledge of relevant legislation and statutory requirements including CDM Regulations, Asbestos Regulations, Legionella and Planning and Building Regulations and related compliance requirements.
- Good PC based skills, with experience in Word/Excel/Project and Outlook.
- Good understanding and working knowledge CAFM Systems
- Good understanding and working knowledge of AutoCAD would be a benefit

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:

- Previous experience in a Facilities Management / Construction / Building Services Project Management position.
- Solid understanding of construction technology and M&E building services.
- Solid understanding of Facilities Management practices and techniques.
- Experience of Facilities Project Management within an engineering / manufacturing environment would be advantageous

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