

# Job Description

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| Job Title | Head of Construction  |
| Grade and Salary | TBC |
| Location | Horspath Road |
| Service Area / Directorate | Property Services |
| Responsible To | Director of Property Services | Direct Reports | 5 |
| Budget (£) | £9m + per annum | Assets |  |
| Rehabilitation of Offenders Act 1974 | Exempt | Additional Screening | N/A |
| Candidate Screening | Not required |

This job is ‘doing good’ by

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| * From concept to delivery, leading the provision of refurbished and new build construction projects which deliver great spaces for people to live, work or visit.
* The Head of Construction role is to lead the Construction team including Contracts Managers, Site Managers and Quantity Surveyors. They are overall responsible for the production and commercial management of the Construction business unit reporting directly to the Property Services Director and implementing and developing service area strategy.
* Delivering a successful, highly efficient, cost effective construction service to internal and external customers.
* Developing the ODS brand, delivering the external and internal income stream in line with the ODS growth plan and return an income stream to the Shareholder for reinvestment back into public services
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Responsibilities and main duties

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| * Manage the New Homes and Large Construction portfolio of projects and the teams to deliver the portfolio of work.
* Manage all aspects of Design and Build contracts including planning, consultants. Identifying and costing technical consideration and solutions
* Mange the bid process and risk control.
* Manage and develop the Construction team, ensuring workload is covered effectively and to ensure compliance and processes are being followed.
* Develop and provide ‘Quality’ elements of Tender bids such as Tender programme, Construction Phase Plan and Site Plan.
* Work with the Finance team to report and monitor against budgets and pipeline.
* Preparation of feasibility, cost plans and tenders for new homes and construction projects, working closely with clients providing costing, planning and design advice and securing build contracts.
* Financial reporting and monitoring.
* Work closely with and manage external consultants.
* Manage the teams effectively and monitor project performance through CVR’s.
* Carry out risk assessments on Tender Bids deciding in conjunction with the Director of Property Services whether or not to bid for a project.
* Perform Contracts management duties with large key clients, and become the Senior Contracts Manager on the account if required.
* Assist the Contract Managers where required to solve problems on live Projects.
* Ensure Project deliverables and timescales are met.
* Monitor and develop our H&S systems ensuring compliance with legislation and improvement in line with our organisational values.
* Carry out site visits and inspections.
* Attend and lead production reports weekly and monthly reporting to the Director of Construction
* Assume Principle Designer responsibilities on Projects if required.
* Assist with the recruitment and retention of staff.
* Assess, review and mitigate commercial and contractual risks
* Produce reports for Senior Management detailing production status of live contracts highlighting any risks/liabilities
* Manage the production team and quantity surveying teams
* Identify and build strong relationships during the procurement of suitable sub-contractors.
* Negotiate and agree terms and letting of subcontracts, working to project deadlines..
* Lead relevant site meetings alongside Senior Leadership teams.
* Working closely with external employers such as OCC during feasibility stages of Projects.
* Looking at Value Engineering options and alternatives to make suitable cost savings and value.
* Develop the specification of both bespoke and standard materials, working closely with the Estimating and Buying teams.
* In conjunction with the Property Services Director or Commercial Manger; adjudicate on and sign-off Tender bids.
* Work with the Finance team to report and monitor against budgets and pipeline.
* Plan workload and delivery with the teams.
* Ensure successful delivery of projects focusing the team on safety, quality, cost and time

Key Accountabilities:* The safety of all staff within the construction site
* Visible commitment to safety improvement programmes and follows up accidents and injuries.
* Assist in the creation and maintain a culture of zero accidents or incidents relating to occupational and personal safety, security, health issues, and environmental matters.
* Communicating to employees and contractors of the importance of meeting customer requirements including references to statutory and internal regulatory procedures.
* Lead in Construction Design Management (CDM) compliance.
* Review, comment and respond to contractor programmes.
* Coordinate the integration of contractor programmes.
* Review request for information (RFI) responses prior to response to contractor to determine cost and schedule impacts.
* Implement project internal change management processes.
* Assist in raising any instructions to contractor.
* Review contractor quotations for any changes to scope.
* Provision of accurate forecast to Director Of Property Services
* Review and actively engage in short term planning activities e.g. Plan of the Week and constraints.
* All - maintain and promote high personal standards in environment, safety, health, security and quality and be a great team player.

Key Responsibilities:* Provide management and governance to maintain and promote high personal standards in environment, safety, health, security and quality across all areas of engineering with specific specialist knowledge within Construction and the nuclear environment.
* Responsible for the professional development, performance and ethical standards of the staff within their responsibility and reporting chain.
* Ensure the standards, procedures and work instructions underpinning construction are followed.
* Ensure construction teams are appropriately organised and that key personnel are demonstrably competent to undertake their roles.
* Ensure that commissioning activities follow the appropriate Project Delivery Map.
* Ensure construction records are maintained to support project handover.
* Responsible for task management to meet the professional standards, performance and integrity of the work and reporting information necessary to support the project and business objectives.
* The Company may require you to fulfil any other reasonable duties aligned to your position from time to time in line with business needs.
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The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

ODS is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

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| Qualifications* OND/HND/vocational certification (level 6 or above) or equivalent experience
* SMSTS 5 day

Skills* Must be able to articulate technical complexities and have very good communication skills.
* Able to chair meetings and direct the work to meet the programme.
* Able to engage within the project teams to influence project outcome across a number of interlinking projects.
* Needs an excellent understanding of HSAWA, CDM, risk assessments, safety systems, safety cases and SSoW.
* People and process management skills.

Experience* The Project Management of Construction and practical construction site experience is essential.
* People management skills and process experience.
* Satisfactory experience of construction management for the scope of the role.
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* People management skills and process experience.
* Satisfactory experience of construction management for the scope of the role.
* Relevant experience
* In conjunction with the Commercial Manager; adjudicate on and sign-off Tender bids.
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