

## About us:

Peter Marsh Consulting Ltd is a client advisory and project management consultancy helping to create places and shape futures. PMc is owned and led by its two Directors – Peter Marsh and Robert Rees. We are client advisors, project managers, cost consultants, employer's agents and education advisors. But above all we seek to be business partners who make a difference.

The difference we make impacts on the lives of thousands of people. We help:

- create inspiring places for students to study at new centres of excellence or on refurbished college campuses;
- secure planning permission for new houses which provide homes for new communities and raise funds for investment in new education facilities; and
- shape and influence the design and delivery of new public service buildings which provide open and accessible services for the Local Authorities we work with.

## What we do:

Before we get to the point of helping to let construction contracts, we take time to work closely with our clients to advise, guide and challenge them, from the shaping of their initial vision through to defining a clear brief for the spaces they want to create; we help define the business plan that will support the future delivery of projects and we help write business cases for funding so as to turn dreams into realistic and value-for-money building projects.

Our projects range in scale from refurbishment projects at less than £250,000 to new build projects in excess of £100m. Whatever the scale, our philosophy and dedication to making a difference are the same.

We challenge thinking along the way, across the design and construction supply chain: we support our clients in truly understanding what it is they want to achieve, and our consulting and construction partners in delivering solutions which exceed expectations. In so doing we help deliver results that help transform services and create places that people want to work, learn and live in.

## Working at PMc:

Our team members tell us that in joining PMc you will be part of a passionate, highly motivated, friendly team who get great satisfaction from the work that they do. We also enjoy our PMc coffees and cake - because a team that eats and laughs together gets things done! Your career will benefit from the experience you will gain from working across the range and variety of projects that we deliver. We are busy, we deliver projects to timescales that others think aren't possible and we see projects through from the first glint of a vision to installing furniture and plugging in PCs. We roll our sleeves up and get our hands dirty! At times our work can be intense and challenging, but we are one team and we support each other in delivering great outcomes every day. We have a supportive team ethos, we provide as much CPD as you can manage, and we offer the chance to work with amazing clients and exciting projects that make a real difference to the communities we serve.

# PROJECT MANAGER

## Current Clients & Projects:

- Strategic Client Advisor for the London Borough of Tower Hamlets new £100m Town Hall project in Whitechapel;
- Client Side Advisor and Project Managers for the £45m Lambeth College, Nine Elms STEAM centre development;
- Client Side Advisor; Cost Consultant and Employer's Agent for £4m CETC project for Fareham College;
- Strategic Estates Advisors to Capital City College Group, London South East Colleges Group, The Henley College, and City College Southampton & Eastleigh College;
- Strategic Project Lead for the Estates Strategy at South Downs and Havant Colleges and the management of a range of refurbishment and site development proposals;
- Strategic Advisor to the London Borough of Tower Hamlets and the London Borough of Haringey on housing development and regeneration;
- Education & Skills space planning consultant retained by the States of Guernsey;
- Provision of Education and space planning advice to a range of international and Independent Schools;
- Client Side Project Management services for the £4m Future Skills Centre at Bordon for Hampshire County Council; and,
- Strategic Consultancy services to City College Southampton and Chichester University.

## About You:

You might have a background in cost consultancy, project management, programme management, information technology, construction, architecture, engineering or building surveying. In any case, if you relish taking on responsibility and making things happen we want to hear from you. As a PMc Project Manager you will want to live out our ethos of making a difference and delivering the best possible outcomes for our clients. You will be part of a small but growing team who are already converted to working the PMc way - stretching boundaries, challenging the status quo and going the extra mile in everything we do.

We will be your best advocate. We will train you and challenge you to achieve your very best; we want you to be able to advance your career wherever you want - but we want you to choose to stay with us because together we really can and do make a difference.

## Base:

Winchester or London with regular travel in London/Hampshire/Oxfordshire and the Home Counties.

## Pay:

We offer competitive salaries (with opportunities for rapid pay progression). Share with us your pay expectations and let's see what we can do.

## Interested?

To apply for the role of Project Manager at PMc please send us your CV and a covering letter setting out why you want to work with us to [robert@petermarshconsulting.com](mailto:robert@petermarshconsulting.com). If you would like to speak to Peter or Robert about our work before applying then please call us on 01962 657 157 or email Robert directly.

# PROJECT MANAGER

## Project Manager

**Reporting to:** Managing Director

**Employer:** Peter Marsh Consulting Ltd

**Location:** Winchester or London

**The role of Project Manager is outlined below:**

### General Project Management:

- contribute to the preparation of service proposals and the production of programmes, risk registers and project execution plans at the commencement of new projects; and,
- prepare agendas, attend client and site meetings, take action notes and follow up the same on projects as required.

### Briefing & Design Project Management:

- work with clients and design team members to help develop the vision and brief for new projects;
- undertake space planning analysis using the PMc space planning approach to help define and refine education building projects' brief development, and to generate options for space allocation and prioritisation;
- complete background research and qualitative analysis through interviews, surveys and other methods to help inform the development of project briefs;
- help to write funding bids, contribute to the development of estates strategies and complete any other tasks necessary to secure funding for project delivery;
- manage the appointment of other design team members and specialists as required from time to time; and
- work with design team members and other members of the PMc team to shape outline proposals, concept designs and detailed designs to support the delivery of education projects.

### Construction Project Management:

- carry out market testing, manage tendering processes, write tender evaluation reports and update project plans during the pre-contract period;
- establish ongoing project management systems including regular project and client meetings, project directories, risk registers and change control logs to effectively manage projects during the execution phase;
- undertake site inspections, snagging and pre-occupation reviews to support the delivery of capital works in liaison with other PMc Project Managers;

### Fit-out & Post-completion Project Management:

- assist in managing the fit-out process of building projects alongside other members of the PMc team; and,
- contribute to post-project reviews of completed projects including drafting of PPR reports and undertaking end-user surveys.

The duties above are not intended to be exhaustive but to indicate a range of responsibilities and tasks commensurate with the skills required and remuneration associated with the role.

# PROJECT MANAGER

## Person Specification

Education / Training and other Requirements	Experience and Requirements
Educated to degree level in a relevant discipline/subject.	Having successful experience of undertaking research and analysis to inform policy and/or other decision making.
Possessing qualifications or relevant experience in Project Management, Construction, Engineering or Quantity Surveying.	Having demonstrable experience of project delivery, including management and monitoring of projects during the construction or other equivalent delivery phases.
Showing evidence of ongoing and regular continuing professional development.	Having a good understanding of project management phases, techniques and tools whether via Prince, OGC or other framework approaches.
	Demonstrating effective project management skills, including the building of client/sponsor relationships and risk management.
	Demonstrating ability and experience in building coalitions among various stakeholders and being able to negotiate with authority to move projects on.

## Terms & Conditions

### Salary:

£ competitive and reviewable based on performance every 6 months.

### Holiday:

25 days holiday plus bank holidays as standard with the ability to trade pay for holiday +/- 5 days.

### Pension:

Employer contributions to a pension scheme

### Professional development:

Support and payment of appropriate subscriptions including to APM.

### Offices & Place of Work:

Our main PMc offices are based in Winchester and at the Office Club in Peckham. You will be required to travel to client's premises at the start and end of each working day as required. Our work is currently based in London, Hampshire, the Solent and Oxfordshire.

### Probation:

A three-month probationary period applies from the commencement of the full-time permanent role.

### Notice:

A period of one month's notice is required on either side. PMc reserves the right to make payment in lieu of notice at its absolute discretion.