

## About us:

Peter Marsh Consulting Ltd is a client advisory and project management consultancy. This year marks our 15<sup>th</sup> Anniversary since we were established in 2011. In 2022 we became an Employee Owned Trust (EOT). Our team of directly employed staff bring a wide range of experience to our work; their backgrounds vary from education, architecture, project management, cost consultancy, finance, senior leadership, estates and contract management.

## What we do:

We work across England and internationally supporting Colleges, Universities, Local Authorities and Governments to create spaces and shape futures. We are far more than project managers – we are project partners from the creation of the initial vision through to the fit out and commissioning of spaces. We help our clients define their future estate's needs, assess how much and what type of space they need, review options for the delivery of their future estate and set realisable and affordable plans for their future execution. We also deliver refurbishment and new build construction projects. 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 key services include:

1. Client Advisors;
2. Education Space Planning;
3. Writers of funding bids;
4. Project Management - refurbishment and new build projects; and
5. Cost Consultancy

We work on projects with a construction value of £50,000 to £100 million+; whatever the scale our philosophy and dedication to making a difference remain 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 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. 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, 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

**Reporting to:** Senior Project Manager

**Employer:** Peter Marsh Consulting Ltd

**Location:** Winchester

**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:**

- manage 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.

## About You:

<b>Education / Training and Other Requirements</b>	<b>Experience and Requirements</b>
Possessing qualifications or relevant experience in Project Management, Construction, Engineering or Quantity Surveying.	Having successful experience of undertaking research and analysis to inform policy and/or other decision making.
Educated to degree level in a relevant discipline/subject.	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.
	Have strong presentational and persuasion skills – to be deployed internally and externally.
	Have strong client management skills necessary to build and sustain long term relationships.

You will be part of a dedicated team who are committed to - stretching boundaries, challenging the status quo and Going the extra mile in everything we do.

## Base:

We are based in brilliant offices at the heart of Winchester.

Some of our team work from home; some work in the office full time; others mix their days between the two.

## Pay:

### Salary:

£ competitive – up to £45,000 depending on skills and experience. Reviewable based on performance. As part of the EOT team members are eligible to receive a bonus of up to 12.5% of base salary after their first year of service.

### Holiday:

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

### Pension:

Employer contributions to a pension scheme up to 5% of salary.

### Professional development:

Support and payment of appropriate subscriptions including studying towards the professional Association of Project Management qualifications.

### Offices & Place of Work:

Our main PMc offices are based in Winchester. You will be required to travel to clients' premises at the start and end of each working day as required.

### Probation

A two-month probationary period applies from the commencement of employment.

## 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 [Peter@petermarshconsulting.com](mailto:Peter@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 Peter directly on [Peter@petermarshconsulting.com](mailto:Peter@petermarshconsulting.com).