

# Construction Project Manager



**The role:** Circle VHA has an ambitious growth plan to deliver 2,500 homes over the next four years. We are seeking to expand our team of talented and experienced professionals, to help us deliver these new homes.

The role of the Construction Project Manager is to assist the Development Team with the delivery of Circle VHA's development programme, ensuring quality control and compliance with Government Procedures and Regulations. The Individual will join the Development Team in a project management role to support the Head of Construction and Director of Development and New Business in the delivery of an extensive housing development programme, ensuring good design in compliance with Circle's design standards and quality control.

The role will involve overseeing compliance with procurement regulations, planning, building control, building regulations, contractual obligations, health & safety requirements, project finance and budget control. This post requires knowledge and experience of construction project management, planning, programme organisation and negotiation skills. Familiarity with procurement, contract management and all stages of the development process from design through to handover is desirable.

<b>Location:</b>	Hybrid working , with office and national site attendance required
<b>Reporting to:</b>	Director of New Business and Development
<b>Contract:</b>	Permanent, subject to a six month probationary period
<b>Salary Range:</b>	€ 66,943 – €75,326 depending on experience
<b>Hours:</b>	37.5 hours per week over 5 days
<b>Leave:</b>	26 days per annum
<b>Pension:</b>	Available on completion of probation
<b>Travel:</b>	The post requires a valid driving license and the use of a car for business purposes. Expenses policy applicable
<b>Head Office:</b>	Phoenix House, Castle Street, Dublin 2

**To Apply:** Please send your CV and accompanying covering letter to [recruit@circlevha.ie](mailto:recruit@circlevha.ie) by the closing date.

**Closing Date:** 5pm Friday 31<sup>st</sup> May.

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**The Organisation:** Circle Voluntary Housing Association was set up in 2003 and is a leading provider of social housing in Ireland. Our vision is to make a real difference by delivering quality homes and innovative integrated housing solutions to individuals and families in Ireland. We are passionate about our people and the delivery of a tenant first service.

Our team members are the secret element of our success. Their experiences, competencies, values, knowledge, and perspectives are greatly valued and have significantly contributed to Circle delivering over **2,500 homes**. They deliver services to **over 5,000 people** and help **create thriving communities**.

*We are dedicated to finding the right people who embrace our purpose, vision, and values. In return we will support you to learn, grow and excel in an exciting, flourishing, diverse organisation. We are committed to fostering an inclusive and collaborative work environment, which values every person who works with us and all of those who live in our homes and communities.*

*Reflecting the growing diversity of the communities in which we work, we welcome applications from people of all cultures, nationalities, genders, members of the LGBTQ+ community and any background traditionally marginalised in society.*

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### **Key Responsibilities:**

- Work alongside the senior team on feasibility exercises and project appraisals.
- Assist with the design quality and compliance monitoring of projects.
- Assist in the procurement, assessment and appointment of project Design Teams.
- Assist in the procurement, assessment and appointment of Main Contractor's for new build and refurbishment projects.
- Assist in the performance review of Professional Consultants and Contractors.
- Ensure all Third-Party Funder's requirements are met for new build, refurbishment and acquisition projects.
- Ensure that Circle VHA's procedures are adhered to appropriate sign off/approval stages.
- Maintain a good knowledge of:
  - Procurement regulations and procedures
  - Government Public Works Capital Contracts and procedures
- Support the Development Team in the management of individual project teams and stakeholder relationships.
- Manage projects from initiation to completion; provide up to date programmes, cash flows and risk registers.
- Assist the Delivery Manager in scheduling the annual construction delivery programme, mapping progress, key tasks, critical paths and delays.
- Ensure Circle VHA's Handover Procedure is implemented for all projects coming into management.
- Assist in the development of Circle VHA's Commercial Development documentation.
- Alert the Head of Construction and Director of Development and New Business as early as possible to any problems arising in relation to project progress, development and delivery and cost variations.
- Liaise with the Head of Construction to ensure the adequate resourcing of projects.
- Attend internal and external meetings as required.
- Produce reports for the Leadership Team, DEVCOMM and Board as required.

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### **Pre-contract to Handover:**

- Work with the Development Team to instruct Employers Agent to prepare employers' requirements for design and build schemes and ensure these reflect the agreed design and specification.
- Ensure that appropriate Health & Safety procedures are adhered to by consultants and contractors.
- Ensure that the scheme appraisal process is fully implemented for all projects.
- Ensure all necessary legal agreements including development agent agreements are in place prior to scheme starting on site.
- Ensure all necessary insurances are in place and keep records up to date.
- Ensure that schemes start on site as speedily as possible within agreed procedures.

- Advise Head of Construction of scheme starting on site and need for property insurance on site.
- Manage Project on-site, when necessary, as Client Representative.
- Monitoring progress of contracts, attend site meetings as necessary and liaise with New Business Managers, Development Officer and Clerk of Works during the works.
- Advise Quantity Surveyor of anticipated variations in final contract sum.
- Keep Housing Management informed of progress and expected hand-over of property dates.
- Manage snagging process and hand-over following issue of Certificate of Practical Completion.
- Ensure all Health & Safety regulations are adhered to.
- Ensure all handover documentation required by Circle VHA is available on practical completion.
- Ensure compliance with BCAR.
- Liaise with Finance department for payments received from local authorities Post-Handover.
- Liaise with the project design consultants, Housing Officer and Clerk of Works during the defect's liability period ensuring that defects are dealt with speedily by contractors /consultants when necessary.
- Work with Development Officers to deliver homes to Housing Services as per the Circle VHA Handover process.
- Bring final accounts to completion as speedily as possible.
- Liaise with Senior Management & Development Officers where applicable to ensure schemes are taken in charge by local authority as quickly as possible.
- Work with the Development Officers through consultation with Tenant Services Officer / Tenants to obtain feed-back on design and specification standards.

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### **Corporate Responsibilities:**

- Ensure all activity is aligned to Circle VHA's WEHEAR values and contributes to the mission of supporting the development of thriving communities
- Always adhere to all Circle VHA policies and procedures.
- To always exercise discretion.
- To fulfil all care and high standards regarding both Circle VHA's and your own health and safety obligations.

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### **General:**

- Adopt an approach of continuous learning and personal development with the creation of an L&D plan
- and attend training appropriate to your roles' Corporate Responsibilities.
- To positively promote the Association in all activities.
- Any other duties which are consistent with your role.

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**Key Competencies:**

- Construction project management skills
- Knowledge of up to date building, planning and construction regulations
- Delivering Against agreed targets
- Team Working
- Excellent Time Management Skills
- IT Skills (Word, Excel & Power Point)
- Communication Skills
- Brand Management



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**Person Specification**

Candidates will be shortlisted based on illustrating in their application that they fulfil the following criteria. Examples that demonstrate the ability to fulfil the criteria should be included as well as the below competencies.

<b>Education and Work Experience</b>	<b>Essential</b>	<b>Desirable</b>
Minimum of Degree (at Level 8 of NVQ)	✓	
Architect, Engineer, Quantity Surveyor, Building Surveyor or similar professional qualification	✓	
<b>Key Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Specialist role related knowledge	✓	
Financial Management appreciation	✓	
IT and Data Management	✓	
<b>Experience</b>		
5 years relevant experience	✓	
Construction Management experience	✓	
Excellent knowledge and experience of Construction Contracts including GCCC and NEC	✓	
Knowledge of Building Control, Building Regulations and Technical Guidelines	✓	
Excellent knowledge of Public Procurement		✓
Chartered Engineer or Chartered Surveyor or RIAI registered		✓

This job description is not restrictive and will be subject to periodic review.



# Employee Benefits



26 days of annual leave



Increased annual leave entitlement with length of service



Paid sick leave



Annual salary increments



Company Pension Scheme



Hybrid working options



Death in Service Benefit



Personal Milestone Gifts



Further Education Assistance



Employee Assistance Programme



Paid maternity leave



Paid adoption leave



Paid paternity leave



Early miscarriage leave



Fertility Leave



Additional parents leave payment



Tax Saver Commuter Tickets



Bike to Work scheme

Some benefits subject to T&C's\*

