

JOB PACK

PROJECT MANAGER - TAMESIDE

Creating homes.
Building lives.



Jigsaw



ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Location:	Cavendish 249, Cavendish Street, Ashton Under Lyne, OL6 7AT. You will be required to visit other sites on a regular basis.
Holidays:	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service to a maximum of 5 days.
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, BHSF membership, enhanced maternity/paternity leave and training/development opportunities plus much more. See the benefits page on our website for more details.
Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	<p>In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement.</p> <p>Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs</p>
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

You will be welcomed as part of our established and dedicated Asset Management department which has a committed and passionate team of 600 colleagues who work with care, professionalism and togetherness.

Our team prides itself on investing in our own people to deliver first class property-based services across the Group, covering a broad range of disciplines from reactive, planned and grounds maintenance to property refurbishments, estate services, building safety and compliance.

You will be welcomed into a committed and passionate team, with a key focus on professionalism and working together.

Role Summary

We are seeking a Project Manager to develop and manage programmes of improvement works, including fire risk upgrade works, sustainability initiatives, re roofing, decoration and external envelope works packages to our extensive property portfolio

With a sound technical background, you will work with internal stakeholders to produce tender documents and procure works which will be delivered by either our in-house trade technicians or approved contractors.

You will have excellent customer service skills and be able to give clear advice and explanation of work that is needed or being carried out to our residents.

You will demonstrate current knowledge of all relevant legislation and Health & Safety regulations and make sure all work is completed to a high-quality standard.

Responsible To - Head of Asset Management

MAIN TASKS OR ACTIVITIES

1. Ensure work is carried out to a high-quality standard, delivered within budget and in accordance with all health and safety legislation.
2. Prepare tender documents, evaluate and report on tender submissions
3. Ensure approved contractor documentation is compliant and that relevant risk assessments and method statements are up to date.
4. Make sure all activities are conducted in accordance with recognised safe working practices.
5. Provide and present project progress reports to the Head of Asset Management
6. Make sure we meet high levels of tenant satisfaction and deal with any complaints quickly and professionally
7. Carry out all duties in accordance with the Group Health and Safety Policy and any other relevant legislation affecting the construction / maintenance industry.
8. Carry out a regular formal review of health and safety performance through inspections and continuous improvement processes.
9. Follow all Group policies and procedures in accordance with the role and attend mandatory training when requested to ensure compliance with Group policies and procedures.
10. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.

11. Carry out any duty which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive or Group Directors.

CANDIDATE REQUIREMENTS

Candidate Requirements:

- Degree in a construction related field or similar construction qualification.
- Experience of working within asset management/maintenance environment and a knowledge of building construction.
- Experience of project management.
- Experience of contract preparation and management, procurement and negotiation with contractors.
- Experience of working within annual financial budgets.
- An understanding of the Housing Repairs Law and Landlords Statutory obligations.
- Experience of working in a customer orientated environment with a positive attitude to towards resolving customer queries and complaints. Housing management experience would be desirable but not essential.

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



Jigsaw Homes Group Limited

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