



Role:	New Business Senior Project Manager (Design & Placemaking)
Location	159-161 Sheriff, St Upper, Dublin 1 (can be flexible however travel to Dublin regularly is essential)
Job Title	New Business Senior Project Manager (Design & Placemaking)
Reporting to	Head of New Business
Responsible for	Architects, Junior Project Managers
Contract	Permanent
Salary	€56,823 - €73,536
Probation	6 month
Pension	Available at completion of Probation
Hours	35 hours worked over 5 days (<i>Monday to Friday</i>)
Leave	22 days (+closed 3 designated days Christmas week)
Travel	The post requires a valid driving licence and the use of a car for business purposes - Mileage Allowance Operates

Clúid Housing is a progressive and dynamic not-for-profit Irish housing association.

Clúid Housing is an equal opportunities employer and proud to have been recognised as a top employer in Ireland. At Clúid Housing we firmly believe that our success is down to our dedicated and growing staff body working in every corner of Ireland. Our company is made up of talented people who bring enthusiasm, confidence, expertise, professionalism and respect to our business. Our staff consistently work towards achieving our vision of creating a society where everyone has a great place to live.

Our employees benefit from a great working environment, great learning opportunities, a supportive management team and an extensive benefits package:

- Competitive Remuneration
- Excellent & Continuous Training
- Development Opportunities
- Flexible Working Arrangements
- Access to an Employee Assistance Programme
- Excellent Employee Benefits

If the above appeals to you, then keep reading....and remember Clúid Housing is proud to be an equal opportunity employer.





New Business Department

The New Business Team manages the sourcing and delivery of new social housing schemes for Clúid. It is a team of highly skilled professionals including Project Managers, Architects, Quantities Surveyors as well as New Business Managers and Development Officers.

The individual will join the New Business Team in a senior management role to support the Head of New Business in the delivery of an extensive housing development programme, ensuring good design in compliance with Clúid's design standards and quality control. The role will also assist in overseeing compliance with procurement regulations, planning, building control, building regulations, contractual obligations, health & safety requirements, project finance and budget control.

In addition, the role will support the New Business Development Managers who are tasked with the delivery of new opportunities, building and maintaining relationships with key stakeholders and developing innovative proposals for delivery of new housing stock.

This post requires excellent design, planning, organisational and negotiation skills as well as an excellent knowledge of procurement, contract management and all stages of the development process from design through to handover.

Role: New Business Senior Project Manager (Design & Placemaking)

Role Overview: The role will assist the Head of New Business in the supply and delivery of Clúid's housing development programme, ensuring good design in accordance with Clúid's design standards and quality control. In addition, the role will ensure compliance with government procedures, relevant regulations and Clúid's internal policies & procedures.

Reporting to: Head of New Business

Responsible for: Architects, Junior Project Managers, Specialist Project Manager

Key responsibilities

General

- Work alongside the Senior PM (Construction) to oversee delivery of the construction programme.
- Oversee the Architects and Quantity Surveyor on feasibility studies for project viability appraisals.
- Oversee the design review process for all new developments.
- Work alongside the Senior PM (Construction) to assist in carrying out peer reviews at pre-planning & pre-tender stage on construction projects.
- Work with the New Business team to define project briefs, specifications and scope of services documents.
- Assist in managing mini competitions under Clúid's Dynamic Purchasing Panel (DPS) for design consultants.
- Oversee the tendering process for contractors in consultation with the Procurement Manager to ensure that contractual arrangements comply with statutory requirements and Clúid's procurement process.
- Assist the Senior Project Manager (Construction) in the performance review of Professional Consultants and Contractors



Corporate Responsibilities

- Ensure all activity is aligned to Clúid's values and contributes to the mission of supporting the development of thriving communities
- Adhere to all Clúid policies and procedures at all times
- To exercise discretion at all times
- To fulfil all care and high standards regarding both Clúid's and your own health and safety obligations

General

- Adopt an approach of continuous learning and personal development
- To positively promote the Association in all activities
- Any other duties which are consistent with your role

Key competencies required in the role

- People Management and Leadership
- Planning and Organisation
- Communication and Influencing
- Contract and Quality Management
- Business Acumen and Industry Skills

Person Specification

Key Skills	Essential	Desirable
Candidates will be shortlisted on the basis of 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 above competencies.		
Education / Qualifications	Essential	Desirable
▪ Minimum of Degree (at level 8 of NFQ)	✓	
▪ Architect, Planner, Urban Designer or similar professional qualification.	✓	
Knowledge / Skills	Essential	Desirable
▪ Specialist role related knowledge	✓	
▪ Negotiation and Influencing	✓	
▪ Financial Management/appreciation		✓
▪ IT and Data Management	✓	
Experience	Essential	Desirable
▪ 5+ Years' experience in a similar role	✓	
▪ Construction Management / Project Management experience	✓	
▪ Excellent knowledge and experience of Construction Contracts preferably GCCC	✓	
▪ Excellent Knowledge of the Building Control, Building Regulations and Technical Guidelines	✓	
▪ Knowledge of Public Procurement		✓
▪ Use of Microsoft Project Management or similar		✓
▪ Charter of a professional body i.e. RIAI Registered or similar professional body.	✓	



the reader than a vague or general description of what you consider to be desirable attributes.

EXAMPLES ON HOW TO COMPLETE THIS SECTION OF THE APPLICATION FORM

Competency: Communication Skills: *able to adapt your communication style to particular situations and audiences..... Able to produce clear and concise written information....*

Example 1: *I was responsible for producing important management reports and supporting presentations for a range of important and high profile clients. Through my understanding of the clients' needs and my effective communication skills, I have ensured that the reports that go to the clients are relevant and focused, and are continually improved. The reports I have produced and the presentations I have made were well received by all my clients. As a result of the combination of my analytical thinking and interpersonal and communication skills, my brief has been extended to lead the development of the strategic plan for the organisation.*

Example 2:

(a) *The unit I was attached to was responsible for producing a management report and supporting oral presentation for several large clients, some with significant problems and issues to report. In some cases the management report was publicly available and was subject to a great deal of scrutiny. A new style/format of management letter needed to be developed for my clients, as many of the clients were complaining that the letters were too large/long and difficult to read.*

(b) *I was tasked with developing a new style of management letter for the clients. I had to meet stringent quality requirements/criteria whilst addressing the need to reduce its size. Following consultation, mainly over the phone and face-to-face, with the majority of our clients, I realised that a summarised report format with a better visual and more interactive presentation was the answer. I developed a format for a summarised report, reducing the average length from 40 pages to just*



10. *I achieved this through careful editing of information and increased use of graphs etc. I then developed a more focused presentation to clients and included more graphical displays and incorporated short presentations by colleagues directly involved in producing the work. During the presentations I encouraged clients to ask questions and develop their understanding of the issues at hand.*

(c) The summarised management report and improved presentations were seen as a success by the clients, who with exception, in responding to an evaluation survey, found the new format/style better than the previous, and all requested that the revised system should be continued.

Example 1 (above):

This is **not** a good example because it:

- does not give sufficient details of exactly what the person did or how they actually demonstrated their *“effective communications skills”*, also, it is not clear where the information requested at (a), (b) and (c) above is presented.

EXAMPLE 2 (ABOVE):

This is a **better** example because it:

- describes exactly what the person did and how they communicated, for example *“.....consultation, mainly over the phone and face-to face” & “developed a format for a summarised report, reducing the average length from 40 pages to just 10” “achieved this through careful editing of the information and increased use of graphs”. “Encouraged clients to ask questions”*

- Also, it is clearer where the information requested at (a), (b) and (c) above is presented.

Reminder:

Please note that all competencies must be completed at the time of application.

Failure to complete all areas of the application form may result in you not being brought forward to the interview stage of the selection process.

