

## **EBBSFLEET DEVELOPMENT CORPORATION**

**Job Title** Pre-Construction Services Manager  
**Salary** c.£70,000 per annum depending on qualifications / experience

**Closing Date:** Monday 2 June – 12 midday  
**Interviews:** 24 June (to take place in Ebbfleet)

### **Applications:**

To apply please first read the Candidate Pack on the Ebbfleet Development Corporation website that sets out the requirements for applications. Your application **must** include your CV and also a cover letter (maximum 3 sides) that explains how you meet the Essential Criteria for the role.

### **Role Purpose:**

The Pre-Construction Services Manager will be responsible for establishing, implementing and managing the pre-construction process for development and infrastructure projects in line with the 'internal client' brief, and providing internal Project Manager advice and guidance on how to incorporate effective pre-construction processes into overall delivery arrangements.

You will work with the EDC Director of Infrastructure & Enabling Works, Director of Development, Project Managers and the Procurement Team to lead the process of appointing design teams, coordinating the design solution through design stages, associated estimates of costs, leading on contractor procurement up to contract award and efficient handover to construction management teams.

### **Reporting Arrangements:**

The post-holder will report to the Director of Infrastructure & Enabling Works.

### **Contract Type and Working Pattern:**

Permanent, Full-Time.

### **Main Accountabilities and Responsibilities:**

- To liaise closely with internal (and where relevant, external) Project Managers who have overall responsibility for the delivery of project outcomes, advising on the most appropriate and effective pre-construction process having regard to project objectives, value for money and delivery programme;
- Provide advice and guidance to internal Project Managers and SROs on budgets and timescales for pre-construction activities

- To manage the pre-construction process for specific projects from inception, design (RIBA Stages 0 – 4), cost review, planning, contractor procurement, PCSA periods and up to contract award in order to achieve agreed project objectives
- Liaise closely with 'internal client' Project Managers and Senior Responsible Officers (SRO), providing feedback as projects progress through the pre-construction stages and taking instructions on any material changes affecting project delivery outcomes
- Procure external consultants and advisors required to support pre-construction activities in line with EDC processes and procedures, including preparation of scope of works, service specifications, fee structures etc
- Provide day to day management of design teams and other external advisors undertaking pre-construction activity for specific projects, ensuring the programme and all pre-construction costs are effectively managed and reported in line with EDC governance and processes
- Provide effective management of the appointment and ongoing contracts of all external consultants and advisors engaged in pre-construction activities
- To provide overall support, advice and guidance to the organisation and specific projects regarding project planning, design development, routes to market, contractor engagement, project delivery and buildability
- To proactively work with Project Managers to recognise contractual, financial, technical, and operational risks and find opportunities / solutions to minimise risk and achieve sustainability and other EDC targets throughout the pre-construction phase
- Ensure the Corporation meets achieves regulatory compliance during preconstruction including health, safety, and environmental standards and ensuring timely appointment of roles and compliance with CDM, Building Regulations and the Building Safety Act
- Provide advice on appropriate contractor procurement options having regard to the outcome of and any relationship to, pre-construction activities
- Ensure effective and efficient handover processes are in place and being implemented between pre-construction and construction activity
- As a senior manager in the Corporation, support the work of EDC overall, including advising, shaping and contributing to projects and initiatives across the Corporation that facilitate the delivery of our corporate objectives

## **Person Specification**

The Essential and Desirable criteria for this role are as follows:

### **Essential Criteria:**

- Comprehensive understanding and experience in establishing, managing, maintaining and delivering pre-construction services
- Demonstrable inter-personal skills including being an effective communicator and collaborative
- Excellent analytical skills and well organised, able to present complex information for a range of audiences
- Considerable knowledge and experience of the factors that contribute to the successful delivery of development and infrastructure projects
- Demonstrable experience of contract negotiation and contract management of design teams
- Good knowledge and experience of contractor engagement, routes to market, contractor tendering and contractor selection processes
- Excellent problem-solving skills and experience in identifying and securing outstanding project solutions to deliver required outcomes in line with project aspirations and all regulatory requirements
- Experience of procuring and managing multi-disciplinary professional team to achieve high quality outcomes
- Experience of project planning, project development and budget management

### **Desirable Criteria:**

- An understanding of public sector procurement processes
- An understanding of the key objectives of public sector led regeneration processes

### **Other Information:**

This post will be based at our offices at the Observatory, Castle Hill. It will involve some occasional travel. We currently operate a hybrid working arrangement whereby staff mix working from home and the office. Staff are required to work a minimum of 40% of their time from the EDC office.