Job Description – Senior Associate (Building Consultancy)

Accountable to: Director

Salary: Up to £78,000 inclusive of bonus + 30 days holiday + healthcare

Number of Direct Reports: 0-5

Location: Hybrid working pattern: 2-3 days per week at a preferred office location (Cuffley or Littlehampton), with regular home working and travel to client offices and sites.

Job Purpose

As part of the Building Consultancy team the role of the Senior Associate (Building Consultancy) is to be the lead consultant for the service leading a project team or multiple project teams simultaneously, working on large and complex property projects for our clients across the Southeast.

You will bring expertise and leadership in Building Consultancy, Building Surveying and Construction services, to ensure the successful delivery of client commissioned projects and have excellent communication and stakeholder engagement skills to progress projects effectively and develop strong client relationships,

You will lead technical and professional services covering, employer's agent, project management, design and contract administration services for multiple construction projects running simultaneously. This will also include the management of internal resources, contract drafting, and where applicable, managing other technical consultants as part of the design team. The role will also manage principal contractors and ensure projects are tailored to meet the clients commission, are value for money and meet all objectives around time, cost and quality.

You will lead and deliver a wide range of multi-disciplinary teams, managing budgets, providing forecasts, and establishing project milestones, and having an ambitious and innovative approach to project delivery will be essential.

The role will also fulfil all duties on the client's behalf including those required by the Construction Design Management (CDM) Regulations 2015, acting where required as the CDM Principal Designer and the Building Regulations (BR) Principal Designer (non HRB).

From time to time the role may require the undertaking of occasional building condition surveys, defect inspections and providing building pathology and advisory services where required.

As a senior representative of OCG, your strong interpersonal skills will cultivate and maintain excellent client relationships, securing OCG's position as a trusted partner. You will also work

closely with Directors, providing visible leadership across the company, living and breathing OCG's values and ethos.

Key Accountabilities:

Building Consultancy

1. Act as the lead consultant to manage, lead, motivate and inspire a multi-disciplinary team of internal and external staff, including the selection and management of specialist sub-consultants (e.g. M&E or SE consultants) to assist with delivery of a commission and/or project and to act as technical lead across the Building Consultancy team.

2. To manage all aspects of the client relationship including regular meetings to share progress, risk, and issue resolution.

3. Develop relationships with clients and customers, understanding their aspirations, managing expectations, and ensuring that excellent communication occurs to ensure they are fully informed regarding the delivery of complex construction projects within their assets, providing exceptional customer service.

4. Apply advanced theoretical, practical, and procedural knowledge for the range of professional building surveying, construction, and project management activities with understanding of RIBA plan of work stages.

5. Using detailed knowledge of organisational policies, practices, and procedures, contribute to the development of such procedures and practices within a technical building consultancy services team.

6. Prepare project documents in accordance with the companies processes and procedures (or client procedures as appropriate). To be responsible for completing all project management and governance documents including but not limited to the project PID, business case, project plan, terms of reference and project dashboards, as required.

7. Follow appropriate project methodology such as Prince 2 or Agile, RIBA work plans and ensure that all standards are kept in accordance with both the clients and company's policies and procedures and ensure project filing systems are robust and managed.

8. Ensure that there are effective mechanisms in place for consulting stakeholders and keeping them informed of project progress. This will include informing stakeholders when work will be carried out, what work will be done and attending stakeholder, consultant and client meetings. Some meetings will be outside office hours.

9. Evaluate different building options, prepare feasibility studies to meet client needs covering, strategic definition, preparation and briefing, and concept designs as required, including for example space planning, cost plans and statutory advice.

10. When required, ensure that the procurement of external consultants and supply chain specialist for project delivery is conducted in accordance with both OCGs and the client's governance requirements, as necessary.

11. Apply building related legislation, planning, contract law and guidance to projects. Specifically, the building regulations, planning law, party wall act, fire safety, building safety, electrical inspections, gas installations, legionella, with the ability to advise others

12. Ensure where required planning applications submission are submitted including completing and putting in place the required documents such as floor plans, elevations, planning statements etc in accordance with the validation criteria set out by the Local Planning Authority (LPA) relevant for each projects including facilitating specialist surveys where required and to ensure planning applications workflow process is managed in accordance with formal LPA requirements.

13. Prepare a fully designed technical tender packs including but not limited to completing designer risk assessments, preliminaries, NBS workmanship clauses, specifications and schedules of work, technical drawings, project work programme/plans, cost plans and pretender estimates, in order to procure principal contractors and manage works on site and individual contracts. This will include the use of suitable software packages such as NBS and AutoCad and include the collection of other specialist survey information and H&S documents to form fully designed schemes.

14. Carry out all necessary activities to act as CDM Principal Designer (CDM PD), such as compiling the pre-construction information plan, carrying out necessary site visits and H&S inspections in accordance with the CDM Regulations, and for each project allocated as CDM PD, including validating method statements and risk assessments from contractors.

15. Interpret very complex building control legislation and statutory guidance associated with building design services and with the ability to act as Building Regulations Principal Designer (non-HRB) and carry out the tasks required of the statutory role.

16. Ensure where required full plans building regulations applications are submitted including completing and putting in place the required documents such as technical drawings, construction sections/details, floor plans, elevations, statements, specifications etc. Ensure these documents are completed in accordance with the criteria to obtain the necessary approvals relevant for each projects including facilitating specialist surveys where required, and to ensure application workflow process is managed in accordance with formal construction phase inspection schedules/requirements.

17. Draft building contracts (such as JCT contracts) applicable to the work and project and provide advice to clients on the use of suitable contracts for the works to be executed.

18. Acting as contract administrator, managing contractors, negotiating contractual matters such as evaluating contractor payment applications, issuing certificates or pay less notices, snagging, practical completion and making good defects certificates and resolving disputes with contractors to delivering the commissioned services acting professionally at all times.

19. To ensure that contract governance arrangements are followed ensuring contractors are effectively monitored and managed. This will include ensuring that regular project meetings with clients, the design team (internal and external consultants) and contractors take place, and that performance management takes place on a regular basis,

20. Produce monthly performance information including budget spend, milestone achievement, satisfaction, and progress towards delivery. Ensure arrangements are in place to monitor and report performance and that corrective and preventative action is put in place where necessary in accordance with any mitigation or risk management strategies.

21. To ensure that all project spend is accurately recorded and ensure that authority from the client lead is always in place prior to work or services commencing. Where appropriate delegated authority forms will be completed on the client's behalf and issued for approval.

22. Ensuring effective budgetary control with no underspends or overspends. Any budget issues must be brought immediately to the attention of the company Director and client lead.

Client Relationships and Business Development

23. Undertake business development activities in line with targets set at the beginning of each year.

24. Accountable for client retention and growth, including identifying new project opportunities, writing proposals, devising, and delivering innovative and strategic approaches.

25. Support with tenders, new client meetings and representing and promoting OCG at local, regional, and national events.

26. Support OCG to remain market leaders in our field, leveraging opportunities for innovation and value creation through continuous upskilling and learning.

27. Design and lead events and interactive sessions with clients to promote shared learning and deliver social value.

Finance, performance and resourcing

28. Ensure effective budgetary control of projects, proactively managing/mitigating project slippage, and escalating any budget issues to the Senior Management Team and client lead where appropriate.

29. Responsible for delegated financial budgets and resources, ensuring that they are allocated effectively for the delivery of services in a manner which demonstrates value for money and compliance with relevant policies and guidelines.

30. Support Directors through the provision of service budget monitoring, forecasting and reporting, ensuring budget information is timely and kept up to date.

31. Ensure that project resources are accurately allocated, managed and planned, undertaking matrix management across teams when required.

32. Act as subject matter expert, providing technical advice across the company where required, and ensuring innovation, industry standards and best practice is maintained.

33. Analyse monthly team performance information, identifying, monitoring and reporting to senior management on programme/project risks and putting in place corrective/preventative actions where necessary, in accordance with any mitigation or risk management strategies. Embed lessons learnt into future projects, processes and procedures.

Leadership and Staff

34. Provide visible leadership that inspires and nurtures employees to fulfil their potential, empowering them to deliver high quality services and contribute to the achievement of OCG's vision and objectives.

35. Manage and deploy staff effectively and ensure they are performing to agreed standards (including 1:1 meetings, recruitment and selection, and completing performance appraisals)

and provide direction and support in accordance with the company policy and core values. This will include setting and monitoring objectives, performing line management tasks such as approving leave and managing absence.

36. To ensure that all health and safety issues are addressed in relation to staff, customers and all other persons, complying with all internal company and client procedures and to ensure all services are delivered safely.

37. As a member of the wider Management Team, lead by example, living and breathing OCG's values and taking collective responsibility for ensuring that OCG's financial targets are met, and decisions and policies are implemented.

38. Report to the Director and help lead, motivate staff, and manage project teams of internal and external people and technical consultants.

39. To demonstrate a commitment to equality and diversity in both the delivery of services and to staff. This will include demonstrating awareness and understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. This will also include that there are effective arrangements in place to identify and support vulnerable stakeholders.

40. Deputise for Directors when required and undertake any other duties commensurate with the position as designated by the Company Director falling within the broad spirit, scope, levels, and purpose of this job description.

Personal Development

All staff are encouraged to contribute to identifying and meeting their own job-related development needs. This will be achieved through a variety of processes including regular 1-2-1's with Line Managers or senior colleagues, annual appraisal and development reviews.

All employees are subject to an annual appraisal and to maximise the benefit from this process the employee must engage fully in the review and agree with their Line Manager organisational, team and personal objectives.

Each employee must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

OCG Values and Vision

The ethos of OCG is encapsulated by five core values

Pride – We take pride in who we are and the services we provide. We are positive, innovative and create an environment where we are free to be ourselves.

Integrity – We are honest, trustworthy, reliable and accountable. We act professionally, upholding high standards and will always do the right thing for the right reason.

Respect – We value and respect our colleagues, clients, and the communities we work in. We embrace diversity and champion equality.

Together – We work together in partnership with our colleagues and our clients to deliver the best possible outcomes.

Inspire – We inspire and encourage each other to grow and reach our potential, fostering a culture of support and inclusivity.

Policies and Procedures

The post holder is required to follow OCG's policies and procedures which are regularly updated including:

Confidentiality and Data Protection

Post holders must maintain the confidentiality of information about OCG projects and Council business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding clients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act and compliance with local policies and procedures (such as the OCG's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or clients) that they access and must ensure it is stored, processed, and forwarded in a secure and appropriate manner.

Equality & Diversity

Post holders must at all times fulfil their responsibilities with regard to the Equal Opportunities Policy and equality laws. The post holder is required to actively promote diversity in the workplace. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees or resident. The post holder should counteract such practice or behaviour by challenging or reporting it.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the OCG's health and safety policies and procedures are complied with to maintain a safe working environment for visitors and employees. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents, and problems as soon as practicable.

Risk Management

All post holders have a responsibility to report risks or incidents promptly. They are expected to be familiar with OCG's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager or stated by OCG to be mandatory.

Flexible Working

As an organisation we are committed to developing our services in ways that best suit the needs of our clients. Flexible working arrangements are available and can be discussed with the Project Lead.

Sustainability

It is the responsibility of all staff to minimise OCG's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Safeguarding

OCG is committed to safeguarding and promoting the welfare of vulnerable groups. All staff working with vulnerable groups should be aware of and share the commitment to safeguarding and promoting the welfare of vulnerable adults.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post