**Production Project Manager**

Wonderful opportunity to join our fantastic production team as a Production Project Manager.

**The Role:**

**Health & Safety**

* Ensure the Pre Start Health & Safety Plan is fully developed prior to site start
* Ensure the required registers and Site Specific Environmental Action Plan is produced in accordance with Company Guideline
* Interview Consultants, Sub Contractors and Suppliers, to ensure they are competent, prior to commencing work for Taylor Wimpey
* Liaise with Taylor Wimpey Safety Consultants and the TW Safety Director, to ensure that monthly safety inspection reports are actioned
* Undertake detailed safety inspections with Site Managers during site visit

**Pre-Production**

* Assist the Production Manager/Director to appraise the project buildability, in conjunction with the Development Department and produce a Construction Programme.
* Attend Pre Planning; Pre Tender; and Pre Start Meetings.

**Management of construction process**

* Issue the agreed Build Programme and Build Direction to Site Managers
* Review the Health & Safety Plan submitted by the Site Manager and ensure it is maintained
* Review Site Managers’ Weekly Progress and Status Reports and liaise with other Department Heads to resolve any delays or issues identified
* Ensure Site Managers correctly plans and programmes his Sub Contractors and Materials Suppliers, to maintain the Build Programme.
* Ensure that a culture exists within the Site Construction Team, which guarantees that the required quality of the build process is achieved
* Liaise with the Sales Managers to review sales and production progress on a phased basis
* Manage the completion of developments, including ensuring all roads, sewers and public open space adoptions are carried out in a timely manner

**Cost Control**

* Liaise with the Technical and Design Departments to consider cost effective construction processes at both the design and construction phases.
* Liaise with Sub Contractors and Suppliers, in conjunction with the Technical & Commercial Departments, to reduce costs, whilst maintaining quality and customer satisfaction levels
* Review the Build Programme in conjunction with the Sales and Marketing Director, to ensure work in progress levels do not exceed targets established at site start
* Ensure the Taylor Wimpey Waste Management Policy is enforced

**Customer Care**

* Instil within the Site Management Team a culture which encourages continuous improvement
* Monitor all Customer Satisfaction Surveys and Summary Reports, to ensure that trends are recognised and the appropriate action taken to improve performance
* Resolve any disputes that may arise, to the satisfaction of the purchaser, whilst maintaining financial and commercial controls
* Monitor the application of the Customer Care Procedures, in order to ensure customer satisfaction.

**Personnel**

* Undertake annual Performance Appraisals of direct reports
* Manage performance and disciplinary issues in accordance with Company Procedures
* Plan and manage manning levels, including the recruitment of appropriately qualified and experienced personnel.

**The Person:**

* Extensive previous production knowledge
* Management of people (staff, sub-contractors and suppliers)
* NVQ Residential Construction Senior Site Management L7 - preferred
* SCS Card – Site Management
* First Aid qualified

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal Applicants – Please ensure you inform your Line Manager before applying**