



Role: Project Manager

Location: Wetherby, UK

About Us

Established in 2008, Innova Care Concepts provide the most innovative healthcare equipment and furniture to improve clinical outcomes and enhance wellbeing. With over 200 combined years of experience in this sector, the Innova team are passionate about ensuring caregivers and patients have the finest equipment available.

Benefits Include:

- Up to 25 days' holiday excluding bank holidays
- Government pension
- Free parking and hot drinks

The Role

The role is a fantastic opportunity to support the Project Delivery Team as well as the wider group. Reporting into the Head of Operations, the candidate will take responsibility for the overall direction, coordination, implementation, execution and control of all elements in relation to the successful delivery of any given project, or task, allocated to you. Duties should be carried out in a manner which ensures consistency and compliance with company policies, procedures, strategies and goals. Candidates must be prepared to work extra hours when workload and priorities dictate.

Key Tasks

- Assist with and encourage the continual improvement of a safe working environment for all staff, visitors and the general public. Observe and implement all Health and Safety requirements and any other actions or steps to ensure 'peoples' safety and well being, in line with the company policy
- Take ownership, responsibility and be accountable for the management of a successful and effective delivery of a projects, from Tender Handover to completion of ALL works, utilising the Company structure
- Lead all aspects of the Planning and Implementation of a Project to achieve 'On Time, In Full' completion to both commercial and quality expectations
- Communicate effectively and pro-actively with all service and product providers to ensure all deliverables are achieved in line with the project requirements
- Be aware of, and consider at all times, the financial and commercial aspects of the project and how they will be affected by decisions and events and minimise the negative impact of these events on the as sold margins
- Ensure that variations, specification amendments or detail changes of any kind are duly considered and recorded appropriately, and financial benefit is leverage in the appropriate manner
- Liaise with clients, their agents or representatives, ensuring strong pro-active lines of communication are maintained and the relationship is dealt with in a positive manner to encourage repeat opportunities for business in the future
- Follow the steps provided by the various Processes and Procedures employed by the company to ensure both successfully delivery of a project, and compliance with good practice principles and requirements
- Create and maintain formal records of relevant events, occurrences or agreements, irrespective of their impact, in line with the prevailing Process or Legal requirements. Ensure that detail and content are of sufficient quality for future reference and application



General Tasks

- Adopt and employ any new processes, procedures or practices deemed appropriate by the company, for the benefit of the company or individual, as and when required
- When required, assist colleagues in providing sickness or holiday cover as necessary without diminishing performance in the delivery of your own duties
- Undertake any reasonable tasks or duties that may be required

Key Performance Indicators

- Apply all regulations, procedures and guidance's to ensure the safety of all staff, visitors and public at all times. Actively employ ALL, and seek to improve on Health & Safety principles to provide a safe environment for all persons coming into contact with the Company
- Pro-actively monitor costs and assist in achieving the 'As Sold' margin on all projects, with support from the Commercial departments
- Operate in a manner that assists in the maintenance and improvement of Customer Satisfaction levels as set by the business
- Take all reasonable steps to achieve 'On Time In Full' project completion
- Achieve 'Zero Defects' Practical Completion on projects



Requirements

- Experience in internal fit out works
- Working knowledge of CDM requirements in the role of a Principal Contractor
- Good knowledge and experience of working to good H & S practices and principals
- Management of external product and service providers
- Management of Sub-Contractors both commercially and contractually
- Understanding of Planning requirements in relation to small scale domestic extensions an advantage
- National working / visits as dictated by the project
- Primarily office based
- Commercially astute and familiar with the financial aspects of working in a Construction Contract environment
- Experience in the Healthcare / welfare sector would be advantage, but not a requirement