

Schedule 1 to Statement of Employment Particulars

KENSA CONTRACTING LIMITED - JOB DESCRIPTION

Job Title: Project Manager - North

Place of Work: Site or remote working based

Responsible to: Regional Contracts Manager

Responsible for: Site staff

Main Purpose of Job:

To run Kensa projects in all areas of project delivery to include but not limited to:

To supervise and manage delivery of ground source heat pump installation projects. Educate, coordinate and supervise sub-contractors to ensure their work is to an agreed quality, is on time and meets the requirements of MCS, ECO, RHI and building regulations.

Liaise with householders, sub-contractors, social housing landlords and Kensa staff to ensure everyone is aware of project schedules and fully understands the installation process and what impacts it may have on property use.

Attend pre-contract meetings with social landlords, advise on contractual requirements, valuations and health and safety issues. Prepare construction phase plans including risk assessments and health and safety policies. Ensure all site operatives adhere to health and safety requirements.

Environment:

Kensa Contracting operates nationwide from two sites, one in Truro (Mt Wellington production/administration) and one in Exeter (sales/marketing). The role will be based at either office or could be remote but will also involve travelling to active or potential sites anywhere in the country. You will also be required to travel to either of the two offices to attend meetings all travel expenses will be paid by the company.

People dealing with:

Clients, social housing landlords, construction companies, social housing tenants, distributors, installers, suppliers and colleagues.

Key Tasks:

1. To detail project requirements to all sub-contractors to allow them to provide detailed quotations.

2. Select appropriate sub-contractors based on balancing a range of factors including price, quality, experience and suitability.
3. Approve new sub-contractors including making them fully aware of Kensa's terms and conditions, checking their qualifications, trade body membership and insurances.
4. Produce a detailed project schedule, construction phase plan and risk assessments and provide these to the client.
5. To coordinate the timing of product deliveries and the work of the various sub-contractors and communicate this to the householders.
6. To train sub-contractors on the requirements of Kensa's heat pumps and the specifics of each project.
7. To supervise sub-contractors and deal with any issues that may arise.
8. To record actual site progress and produce project valuations (usually monthly or bi-monthly) as evidence for invoicing purposes.
9. To record commissioning information and verify compliance with building regulations and MCS.
10. To support the sales team and client with pre-order technical information and guidance.

Key Behaviours

1. To build a comprehensive knowledge of Kensa products and to keep updated with changes in product design and application.
2. To deal with issues in a calm, non-confrontational and courteous manner. To take responsibility for ensuring follow-up actions are taken and full information is recorded.
3. To undertake training and to assist in training other members of staff as required.
4. To actively and positively contribute to any appraisal process and to follow up agreed actions.
5. To remain a positive ambassador of Kensa at all times
6. To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines.
7. To work at all times in accordance with the company's Dignity & Diversity at Work Policy.
8. To undertake such other duties as may be required within the general scope of the job.

Remuneration

Annual salary of £35-40k depending on qualifications and experience. You will also partake in the company performance related pay plan.

Other

This job description may be subject to change, in consultation with the postholder, in response to new circumstances.