

# REGIONAL CONTRACT PROJECT MANAGER SOUTH

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# OVERVIEW

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The Kensa Group represents award-winning British engineering - the UK's leading manufacturer of ground source heat pumps and the UK's pioneer of their mass-scale installation.

For two decades The Kensa Group has been connecting people to cleaner, greener, and cheaper heat by transforming how British homes are heated, delivering a 21st century alternative to the gas grid.

We are now looking for an Assistant Project Manager to join our Delivery Team

Job Title: Regional Contract Project Manager  
- South

Workbase: Site Based

Responsible to: Mike Pogson, Regional  
Contract Manager

Responsible for: Assistant Project Managers,  
Site Staff and Agency Workers



# MAIN PURPOSE OF THE JOB

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- Support Kensa Project Manager in all areas of project delivery to include but not limited to:
- To supervise and manage delivery of ground source heat pump installation projects.
- To 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, clients, their agents and Kensa staff to ensure everyone is aware of project schedules and fully understand the installation process and what impact it may have on property use.
- Attend meetings with clients, who may be social landlords, local authorities, developers etc, 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.

# LOCATION

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Kensa Contracting operates nationwide from two office locations, one in Truro (Mt Wellington (production/administration) and one in Exeter (sales/marketing). The role will be remote but will also involve travelling to either office locations, to attend meetings and undergo training, as required.

# PEOPLE DEALING WITH

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Clients, social housing landlords and tenants, local authorities, construction and development companies, manufacturers, architects, householders, distributors, sub-contractors, installers, suppliers and colleagues.

# KEY TASKS

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

# KEY BEHAVIOURS

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- To build a comprehensive knowledge of the Kensa products in use on site and to keep updated with changes in product design and application.
- 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.
- To undertake training and to assist in training other members of staff as required.
- To actively and positively contribute to any appraisal process and to follow up agreed actions.
- To remain a positive ambassador of Kensa at all times
- To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines.
- To work at all times in accordance with the company's Dignity & Diversity at Work Policy
- To undertake such other duties as may be required within the general scope of the job.

# REMUNERATION

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- Annual salary of £32,000 – £40,000 depending on qualifications and experience.
- Company vehicle
- You will also partake in the company performance related pay plan with an OTE of 112% of base salary.
- Pension: automatic enrolment into Kensa's company pension scheme
- Holiday: 20 days holiday increasing to 25 days holiday (plus bank holidays) for 5+ years service.

Apply online here:  
[thekensagroup.com/kensa-job-vacancies/](https://thekensagroup.com/kensa-job-vacancies/)

Or send a copy of your CV and a covering letter to:  
[jobs@thekensagroup.com](mailto:jobs@thekensagroup.com)



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

Kensa are an equal opportunities employer and are committed to providing a working environment that is free from all forms of discrimination and where all employees are treated with dignity and respect.

Please see our Equal Opportunity, Dignity and Diversity Policy for further information.