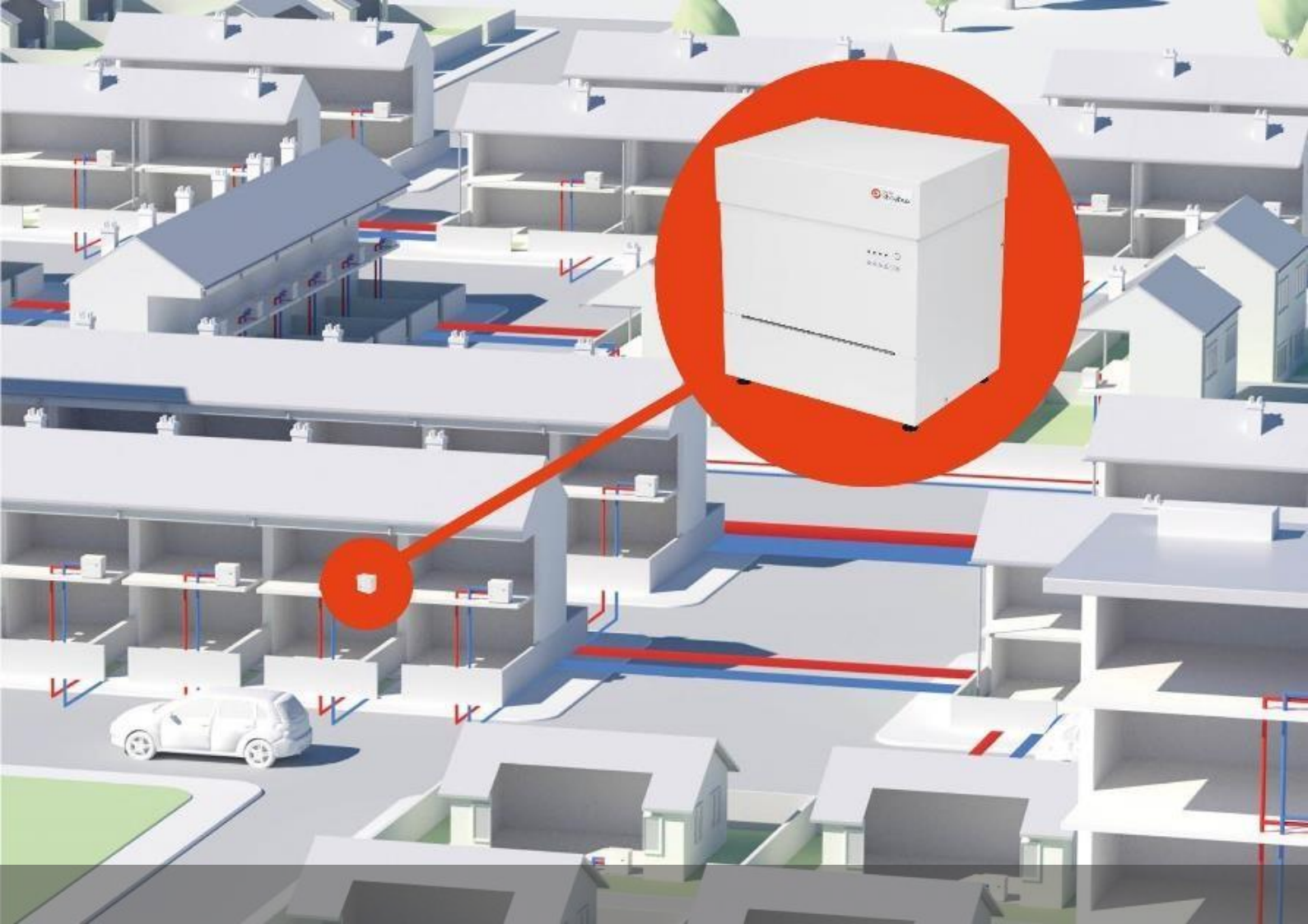




Kensa Contracting
A KENSA GROUP COMPANY

Assistant Project Manager South East



www.kensacontracting.com

GENERAL SUMMARY

The Kensa Group represents award-winning British engineering at its finest - the UK's leading manufacturer of ground source heat pumps (Kensa Heat Pumps), and the UK's pioneer of their mass-scale installation (Kensa Contracting).

The Kensa Group is transforming how Britain's heat their homes, delivering a 21st century alternative to the gas grid. With over two decades of proven expertise in low carbon technology, we want to connect people in homes and businesses across the UK to cleaner, greener, and cheaper heat. Together, we will meet the UK's ambition to install 600,000 heat pumps every year by 2028, and be net zero by 2050.

ROLE OVERVIEW

Support Kensa Project Manager in all areas of project delivery to include but not limited to:

- Engaging with sub-contractors to make sure they deliver and work within scope,
- Completion of H&S reporting,
- Site cleanliness and setup,
- Daily reporting of works completed,
- Attend client meetings to discuss progress,
- Help build Kensa reputation as a leader in GSHP installations,
- Review documentation and drawings.



ROLE BENEFITS

To facilitate your success as Assistant Projects Manager, we will provide an innovative and futuristic oriented environment, a forum to express and test ideas, and interesting work with challenges and opportunity.

We also offer the pivotal opportunity for you to make a significant contribution to the safeguarding of our environment, saving the planet one heat pump at a time.

At a grass roots level, we welcome you to a culture of incredibly hard-working, knowledgeable, inspiring, committed, enthusiastic, and passionate people.

We expect a lot from our staff, because we expect a lot from our industry's potential – we are all committed to the UK's 2050 path to net zero carbon, and are determined to achieve that goal, but we also want to enjoy the journey together.

Competitive salary: £25000 - £35,000 base. Dependent on qualifications and experience.

Uncapped bonus scheme: Company performance related pay plan with an OTE of 112% of base salary.

Pension: Automatic enrolment into Kensa's company pension scheme.

Holiday: 25 days holiday increasing to 30 days holiday (plus bank holidays) for 5+ years' service.

Flexible working environment: We understand the benefits of flexible working conditions to meet the demands of your role, so we can accommodate a blend of working from home and office based.

Office culture: We ensure you have all the technology and equipment you need to perform at your best.

Social events: Work hard, play hard, we love to host regular Kensa parties for staff and their families, and in recent times when we haven't been able to get together in person, we do all we can to keep spirits high.

Growth: Your development is important - we encourage and help with development including internal and external courses, learning, study, and software support, all bespoke to you.

Wellbeing: Free 24/7 access to an independent and confidential Employee Assistance Programme for you and your immediate family.

Health: Private Health Insurance available after one year of service.

Active: Cycle to Work Scheme to help lower your carbon footprint whilst boosting endorphins and your health



ROLE REQUIREMENTS

EXPERIENCE

To have been in a role with transferable skills and responsibilities, where your focus is on supervisory or management of others.

EDUCATION

- College- University Qualifications
- Trade Qualifications
- Level 1-7 in Construction Management

CHARACTERISTICS

- You have a capacity for task follow through and attention to detail.
- You are precise, and a thorough problem solver.
- You have a creative, thinking ability.
- You are innovative and forward looking, driven by results.
- You are quick learning, adaptable, and not averse to change.
- You work well as part of a small team as well as autonomously.

ESSENTIAL SKILLS

- CSCS
- DBS
- SMSTS
- Drivers Licence
- MS Office skills

DESIRABLE SKILLS

- Mental health first aid
- Face fit mask certification
- Manual handling
- Asbestos
- COSHH
- First aid
- Working at height

ROLE RESPONSIBILITIES

Support Kensa Project Managers in all areas of project delivery to include but not limited to:

- To support & supervise the management & 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 pre-contract meetings with clients, who may be social landlords, local authorities, developers etc, advise on contractual requirements, valuations and health and safety issues.
- Review method statements, risk assessments and health and safety policies. Ensure all site operatives adhere to health and safety requirements.

WORKBASE

This role could be based at site or at home

REPORTING STRUCTURE

- Report to Project Manager or Regional Contracts Manager as needed.
- Responsible for site-based teams as requested by Project Manager or Contracts Manager.

DETAILED DUTIES & RESPONSIBILITIES

To detail and specify project requirements to all subcontractors.

With guidance from the Project Manager, select appropriate sub-contractors based on balancing a range of factors including price, quality, experience, suitability, and availability.

Support the Project Manager to Produce a detailed project schedule, and construction phase plan and risk assessments and provide these to the client.

To coordinate the timing of product deliveries with 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 (usually monthly or bi-monthly) as evidence for invoicing purposes.

To record commissioning information and verify compliance, building regulations and MCS.

To support the sales team and client with pre-order technical to allow them to provide detailed quotations, information, and guidance.

To build a comprehensive knowledge of Kensa products 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 contribute to any appraisal process actively and positively and to follow up agreed actions.

To always remain a positive ambassador of Kensa

To always work in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines.

To always work 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.



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.

APPLY ONLINE HERE:

[Thekensagroup.com/kensa-job-vacancies](https://thekensagroup.com/kensa-job-vacancies)

OR SEND A CV AND A COVERING LETTER TO:

jobs@thekensagroup.com