



JOB DESCRIPTION

JOB TITLE:	Head of Capsel Construction
DEPARTMENT:	Capsel Ltd
POST NO:	
RESPONSIBLE TO:	Acting Managing Director
DIRECTLY RESPONSIBLE FOR:	Site Managers, Surveyor
INDIRECTLY RESPONSIBLE FOR:	Site teams including sub-contractors, consultants & other third-party specialists employed by Capsel in the delivery of the project.
SALARY:	Circa. £55,000
HOURS:	40 hours per week
BASED AT:	Hybrid working - Home / HQ, NP4 0JJ
DATE LAST REVIEWED:	JUNE 2024

MAIN PURPOSE:

Responsibly for the delivery of all aspects of Capsel's Construction services, in accordance with the aims set out in Capsel's Business Plan, to fulfill Capsel's contractual obligations to its customers, contractors and other third parties.

- Support and report to Capsel's Acting Managing Director.
- Effective leadership of the construction service, including identifying and realising new construction opportunities and the efficient management of the delivery of new homes of varying tenure e.g. for rent, low cost home ownership and open market sales, using appropriate procurement methods and effective contract, site and project management.

- Effective operational management of the construction Site Managers, including service delivery, recruitment, staff development and performance management.
- Provision of advice, information and reports to the Acting Managing Director in preparation for same on to the Senior Management Team and Board in connection with this role.

ACCOUNTABILITIES:

- Responsible for identifying and acquiring new business opportunities.
- Responsible for negotiating and managing third party contracts to ensure effective delivery of the contract within time, cost and quality (scope/specification).
- Coordinate dispute resolution processes where these are initiated.
- Responsible for the delivery and quality of construction and refurbishment works in line with customer and company agreed requirements and expectations.
- Manage the site managers to ensure the co-ordination of the works of the site teams including sub-contractors/trades and external supply chain.
- Implement and maintain quality assurance methods/standards to assure delivery of projects.
- Implement and maintain Health, Safety, Quality & Environmental procedures throughout the project life cycle to ensure full compliance with all company HSQE standards, policies, processes, ISO accreditations and legislative requirements.
- Ensure all programmes, plans, method statements and risk assessments are robust, up to date, understood and implemented.
- Be aware of and ensure contract terms are understood and adhered to.
- Ensure that all site records are kept up to date in line with company and legislative requirements.
- Develop and maintain close relationships with all appropriate internal and external stakeholders, including customers, sub-contractors and supply chain.
- Manage budgets, procurement and financial status in line with the requirements of the CM & QS role – e.g. valuation and procurement.
- Identify and escalate any potential issues to the Acting Managing Director.

GENERIC ACCOUNTABILITIES:

- Effectively manage barriers and risks surrounding your service area in accordance with the Group's Risk Management Process, ensuring significant risks are escalated through the Risk and Business Assurance Manager.
- To uphold Capsel's values and visions and contribute to the advancement of MHA and its subsidiaries objectives, in particular the economic objective.
- To maintain safe working practices for self and others, in accordance with the Association's policy statement on Health and Safety at Work.
- To contribute to service development reviews and support continuous improvement and performance management activity in relation to areas of work.
- To work within budget guidelines, ensuring expenditure is properly authorised in line with Financial Regulations and Standing Orders.
- The purpose of this job description is to indicate the general level of responsibilities of the post.

The duties may vary from time to time without changing their character or level of responsibility.

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Closing date: 21ST JULY 2024

PERSON SPECIFICATION

Essential	Desirable	JOB TITLE: Head of Capsel Construction DEPARTMENT: Capsel	How Tested	
			Application Form	Interview/ Assessment
✓	✓	1. QUALIFICATIONS/KNOWLEDGE	✓	✓
✓		Relevant Degree (e.g. Quantity Surveying, Surveying, Construction) or equivalent level gained through relevant training and/or work experience	✓	
✓		Membership of the Chartered Institute of Builders (CIOB), Royal Institution of Chartered Surveyors (or equivalent) or equivalent experience	✓	
✓		Cost management and financial skills		✓
✓		Microsoft office applications		✓
✓		Thorough knowledge of legislation, statutory regulations and best practice relevant to new homes development		✓
✓		Development of knowledge / evidence of ongoing CPD, including knowledge of modern methods of construction.		✓
✓		Knowledge of health and safety legislation, including requirements applicable to construction health & safety. Must hold SMSTS qualification ahead of start date.		✓
2. EXPERIENCE				
✓		New homes development, procurement and construction works experience.	✓	✓
✓		Collaborative/partnership working.	✓	✓
✓		Previous team management experience at a senior level.		✓
✓		Experience of negotiating and managing sub contracts to achieve best value.	✓	✓
✓		Construction experience, including working within build contracts such as JCT / NEC.	✓	✓

	✓	Change management experience.		✓
✓		Programme and Project management to include development / construction contract documentation and administration.	✓	✓
✓		Directing consultants.		✓
3. SKILLS				
✓		High level of oral and written communication skills, including report preparation and presentation.		✓
✓		Excellent negotiation skills.		✓
✓		Be able to drive and embrace change.		✓
✓		Ability to lead, direct, manage, motivate and inspire staff.		✓
✓		Well-developed organisational and time management skills; ability to remain flexible within a climate of change and remain calm under pressure.	✓	✓
✓		Strong analytical skills.		✓
✓		Commercial awareness.		✓
4. ATTRIBUTES				
✓		Team player.		✓
✓		Able to work on own initiative.		✓
✓		A customer focused approach.		✓
✓		Able to demonstrate a commitment to equal opportunities principles and practice.		✓
5. SPECIAL CIRCUMSTANCES				
✓		Must possess a full driving licence.	✓	