

Associate Project Manager
(Compliance)

Recruitment Pack

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1. Your Application

Dear applicant,

Thank you for your interest in the position of Associate Project Manager.

On the following pages you will find all the information you need to apply for this role, along with information about the recruitment process and key dates.

To apply for this role you should submit the following by the deadline stated:

- **A covering letter or supporting statement** explaining why you are interested in the role and in working for Fusion21. This should outline why you believe you are a good candidate for the post and how you meet the requirements set out in the person specification. This should be no longer than two pages of A4 in length.
- **An up to date CV** which clearly outlines your career history and major accomplishments. This should be no longer than three pages of A4.
- **A declaration form** which should be completed, although the equalities section is not mandatory. You should also state on this form if you cannot make any of the interview dates indicated in the pack.


All applications should be submitted via the website link:

<https://www.fusion21.co.uk/about-us/careers/> with the role you are applying for clearly marked in the subject heading. You should receive confirmation that your application has been received within 24 hours, however if you do not receive a notification please contact us on 0845 308 2321.

Note that the deadline for applications is **always 12 noon on the closing day**, and applications submitted after this time will not be considered.

Within this pack you will find all the details of who to contact for an informal discussion, but if you want to speak to me directly, then I can be contacted on 0151 481 3013.

Yours,



Mark Chadwick
Director of Business Services
Fusion21 Ltd

2. Welcome from Dave Neilson, Chief Executive

Dear applicant,

I'm delighted that you are interested in applying for the role of Associate Project Manager with us at Fusion21. I hope you find this pack helpful with your application.

Our business is all about making a real impact, and we remain committed to supporting our valued members by bringing genuine cashable cost efficiencies to public sector work programmes, and working in partnership to make a measurable difference within local communities

There couldn't be a better time to join us – as we focus on maintaining a strong commercial offer that supports the development of our business growth strategy, whilst maintaining our existing customers.

The role of Associate Project Manager will play a key part in how we develop Fusion21 going forward as we continue to expand.

There are many benefits to joining our dedicated and talented team - some of which include working for Investors in People Gold organisation, which places our employees at the heart of everything we do. All of our employees have access to our learning and development offer – including studying for Chartered Institute of Procurement & Supply (CIPS) qualifications – and it remains our priority to support all staff to excel and extend their capabilities.

Passionate about delivering sustainable procurement and delivering social impact, we're proud to have won 'Best Contribution to the Reputation of Procurement' category at the prestigious Chartered Institute of Procurement Supply Management Awards 2016 and subsequently have become a CIPS Knowledge Partner, regularly sharing our procurement expertise on the topic of delivering public sector efficiencies.

I hope after considering the information in this pack, you continue with your application.

Yours,



Dave Neilson
Chief Executive
Fusion21 Ltd

3. About Fusion21

Our mission is simple: to help our members make a real impact in the public and social sectors.

Whether that means delivering bottom-line savings on goods and services with our procurement frameworks or supporting the incredible work done in your local communities, we're here to help our members achieve great outcomes and deliver social value on every project.

We provide fully compliant procurement frameworks for property, construction and the built environment, alongside community regeneration services designed to help tackle some of the biggest challenges facing people across the UK.

Active nationwide, we're proud to consistently win awards for our achievements in procurement and social value.

Key statistics:

- **500+** public sector members operating in the education, blue light, health, and social housing sectors – including local authorities;
- Saving members as much as **30%** on market prices with our frameworks.

To date we've:

- Saved our members more than **£197m** with fully compliant procurement frameworks.
- Generated more than **£78 million** of community impact;
- Created more than **5,200 jobs**.

4. Job Description & Person Specification

JOB TITLE:	Associate Project Manager
RESPONSIBLE TO:	Category Manager or Framework Manager
SALARY:	£25,000 to £35,000

ROLE OVERVIEW:

Associate Project Managers work in tandem with Framework Managers and Project Managers to undertake project management duties that support Fusion21 Procurement projects. Under the guidance of the Framework Manager, Associate Project Managers are responsible for:-

- Project Management Activity: Management of day to day project activities.
- Project Documentation and Tender Management: Drafting of key project documentation, such as tender documentation, contracts and project reports.
- Financial and Performance Management: track project information including contract values and invoicing, monitor and act on Key Performance Indicator (KPI) performance.

Would you like a role where you are not constantly reacting? Fusion21 runs tender processes for FM contracts in the public sector and is seeking to strengthen its procurement team with someone with operational FM experience.

This role would suit a Facilities Manager, Operations Manager, Regional Manager, Bid Manager, or Mobilisations Manager looking to move on from a hectic day-to-day FM environment. That's not to say you won't be busy. As a procurement consultant you will work on a number of projects, having the opportunity to identify issues and shape contracts at the tender stage setting up clients and service providers to succeed.

Some of the attributes we are looking for include:

- Good attention to detail;
- Ability to write and review documents e.g. specifications;
- Understand contracts and payment mechanisms;
- Analyse financial information with a knowledge of FM P&L;
- Intermediate/Advanced MS Excel;
- Good interpersonal skills;

A Project Manager or Associate Project Manager at Fusion21 spends time preparing proposals, selecting suppliers, writing tenders, evaluating bids, and making recommendation. You do not need knowledge of the public contract regulations, although this is desirable. The successful candidate will be expected to complete their CIPS qualifications, for which Fusion21 will provide time and cover all course fees.

Activities and Accountabilities

This is not a comprehensive list of all the tasks that may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken and is subject to regular review. The post holder is also expected to carry out other duties which are broadly consistent with the role as identified below.

Project Management

1. To support the Project Managers and Framework Managers in the delivery of projects.
2. To provide support for engagement with supply chain, Core Groups, Product Groups and Social value activity that contribute to maximizing "added value" and members satisfaction monitored via KPIs.
3. Attend contractual meetings providing reports to support the agenda as required.
4. Act as a liaison between Members, the supply chain and Fusion21 staff as and when required.

Project Documentation and Tender Management

5. Liaising with Members to establish requirement for Mini Competition.
6. Compiling tender documents and publishing through Delta.
7. Evaluating bids in line with framework guidelines.
8. Producing tender reports for Framework Manager / Member board approval of procurement exercise.
9. Producing professional Deed of Appointments for consultancy works for Framework Manager sign off.
10. Assisting Project Managers in the drafting of JCT measured term contracts.

Finance and Performance Management

11. Act as the key liaison with the Finance Team and Framework Manager to ensure all budgets, forecasting and invoicing information are accurate.

12. Ensure that information relating to project activity is maintained in accordance with all quality and information system standards and processes.
13. To produce monthly valuations and performance status updates for projects.
14. Produce Value For Money (VFM) reports for Members to justify DCO for approval by the Framework Manager.

Generating Value

15. To support the Fusion21 growth strategy, specifically in relation to supporting existing members (GS1) and working with colleagues to attract new members to Fusion21 (GS2) as and when required.
16. To work with other teams and colleagues to cross sell Fusion21 products and services to existing and new Members.
17. To attend meetings and events to support Member activity, promote Fusion21 products and services, or to raise general awareness of Fusion21.
18. To be able to describe clearly and confidently the features and benefits of Fusion21 products and services.

General

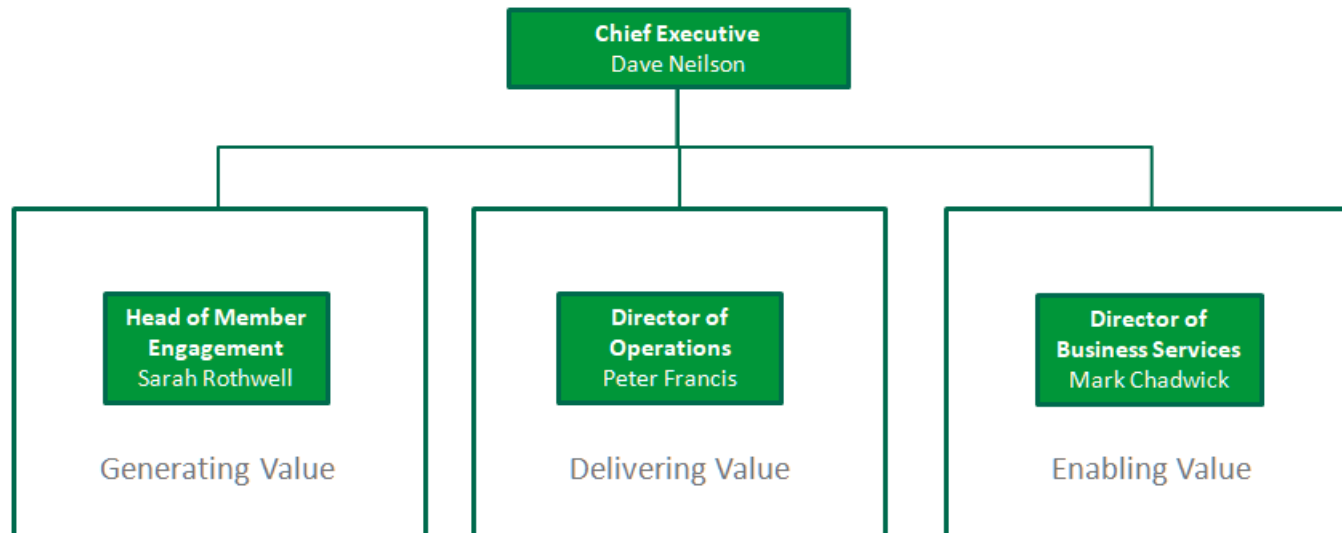
19. To operate in a professional and safe manner at all times in line with statutory duty and the policies and procedures of Fusion21.
20. To undertake any other such duties that may be required by the line manager from time to time.

PERSON SPECIFICATION

QUALITIES	ESSENTIAL	DESIRABLE
CORE COMPETENCIES	<p>Ability to influence people and thrive in a change environment.</p> <p>Good interpersonal skills, able to build and manage effective working relationships with internal and external stakeholders at all levels.</p> <p>Leadership and motivational qualities, evidenced by good track record of managing staff and/or consultants/contractors.</p> <p>Good written and oral communicational skills at senior management level</p> <p>Energetic, enthusiastic and motivated</p> <p>Excellent ICT skills, especially Word, Excel and Project</p> <p>Numerate and Literate</p>	

QUALITIES	ESSENTIAL	DESIRABLE
JOB KNOWLEDGE & EXPERIENCE	<p>Understanding of Project Management of Construction and Property Asset and/or Facilities Management projects on time, within budget and to the agreed quality standards</p> <p>Understanding of construction, engineering & property sector, with experience working within a similar environment</p> <p>Evidence of developing and managing effective customer driven services and developing excellent customer relationships</p> <p>Experience of tracking Customer Satisfaction and other performance related information</p> <p>Understanding of Contract Administration / and JCT and other Building Contracts including Frameworks and Call Off Contracts.</p> <p>Understanding of social value outcomes via procurement spend activity</p> <p>Experience of working within a performance focused culture</p> <p>Experience of working within a project based environment</p>	
QUALIFICATIONS	Desire and willingness to undertake and complete CIPS Levels 4, 5 and 6	<p>Evidence of personal development</p> <p>A formal management or technical related qualification (degree level or equivalent)</p> <p>Project Management qualification (such as PRINCE2)</p>

5. Organisation Structure



Closing date: 12noon Monday 27th September 2021

Assessments and interviews will be held week commencing 11th October 2021

Interested?

For further discussion, please contact Charlotte Simister, HR Hiring Lead Tel 0151 347 8392

Fusion21 offers a generous employee benefits package which includes: working for an Investors in People Gold organisation, company pension scheme, cash healthcare plan, kiddi vouchers, cycle to work scheme and access to Perkbox.

Click here to read more about the role and the other benefits of working for us!

6. Recruitment Process

The following timescales apply to the role of Associate Project Manager:

Closing Date
12noon Monday 27 th September 2021

Assessment and Interviews
Week commencing 11 th October 2021

Second Interviews
TBC



0845 308 2321



fusion21.co.uk



info@fusion21.co.uk



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