

Project Manager (Compliance & FM)
Recruitment Pack

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1. Your Application

Dear applicant,

Thank you for your interest in the position of Project Manager (Compliance & FM).

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.

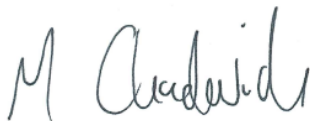
All applications should be submitted via the website link:

<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 Project Manager (Compliance & FM) 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 Project Manager will play a key part in how we develop Fusion21 going forward as we continue to expand our busy Compliance & FM team.

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: Project Manager (Compliance & FM)
RESPONSIBLE TO: Framework Manger or Category Manager
SALARY: £35k-£45k

ROLE OVERVIEW:

To project manage from inception to completion “Call Off” Contracts or “Direct Awards” from Fusion21 Frameworks working under a tri-partite arrangement between the member, Supply Chain and Fusion21 Ltd (Fusion21) in accordance with agreed performance and social value targets.

To support Fusion21 members by engaging and building relations that allow demonstrable added value – mini-competitions, tender reports, efficiency savings, benchmarking & KPI data, contract support, pro active management of Fusion21 frameworks & supply chain, Core and Product Groups and Social Value – that contribute to maximising member satisfaction monitored via KPIs.

To support and report to the Framework Manager in relation to agreed performance monitoring targets and continuous improvement – fee generation, member satisfaction, efficiency savings , Keyfob Meetings, Social Value, Case Studies & support in Investors in People Accreditation (IIP).

To be fully compliant with all current Fusion21 procurement, people, ICT, quality management, financial environmental, health and safety management legislation, policies, processes and procedures.

Principal 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 provide effective project management to allocated Fusion21 property asset and facilities management projects using full range of tools and techniques outlined in the Chartered Institute of Buildings Code of Practice for Project Management (Construction and Development) from inception to completion.
2. To produce and manage technically excellent specifications, mini-competitions, tender reports, efficiency savings reports, benchmarking, KPI data and contract support to members using “call off contracts” and “Direct Awards”.
3. Proactive project management of Fusion21 JCT framework Agreements & supply chain, Core Groups, Product Groups and Social value that contribute to maximizing “added value” and members satisfaction monitored via KPIs.
4. To produce monthly cost and performance status updates using Fusion21 ICT and systems to report on time, cost and quality of each project. To produce an annual efficiency report for allocated projects and /or accounts.

People

5. Managing external relationships with members, suppliers, contractors, consultants and partners to support Fusion21 business objectives and reputation in accordance with Key Account Management principles.
6. Actively engage & communicate with Fusion21 staff adopting “team” ethos to promote customer retention and value & support line management in the use and application of Investors in People (IIP).

Commercial

7. Proactive and structured approach to fee billing of Supply Chain and members that ensures prompt and accurate billing to safeguard the viability of the Fusion21 business.
8. The development and delivery of project budgets and income targets set annually to support the long term sustainability of Fusion21.
9. Understand and maximise value for money through the use competitive benchmarking, efficiency statements, cost modeling and value analysis to demonstrate to members benefits of using Fusion21 Frameworks.

Products & Services

10. Category Management principles to deliver and manage the procurement of all products and services required for Fusion21 projects to ensure that performance targets and business objectives are monitored and achieved.
11. Identify, explore, share and act on ICT, innovation and best practice that will improve Fusion21's existing products and services portfolio to ensure competitive advantage and enhance reputation.
12. Use and report performance assessment through the application of Best Practice & Benchmarking KPI's to measure products and services performance and to effectively communicate and report on the delivery status and cost performance of each Fusion21 project.
13. Fully developed contract administration and project management competencies to deliver Framework Products and Services in a fully compliant and technically excellent manner.

Processes

14. To ensure projects are fully compliant with all current procurement, people, ICT, quality management, financial environmental, health and safety management legislation, policies, processes and procedures that are applicable to the business.
15. Contribute to creating and maintaining a risk register for each Fusion21 project where applicable.

General

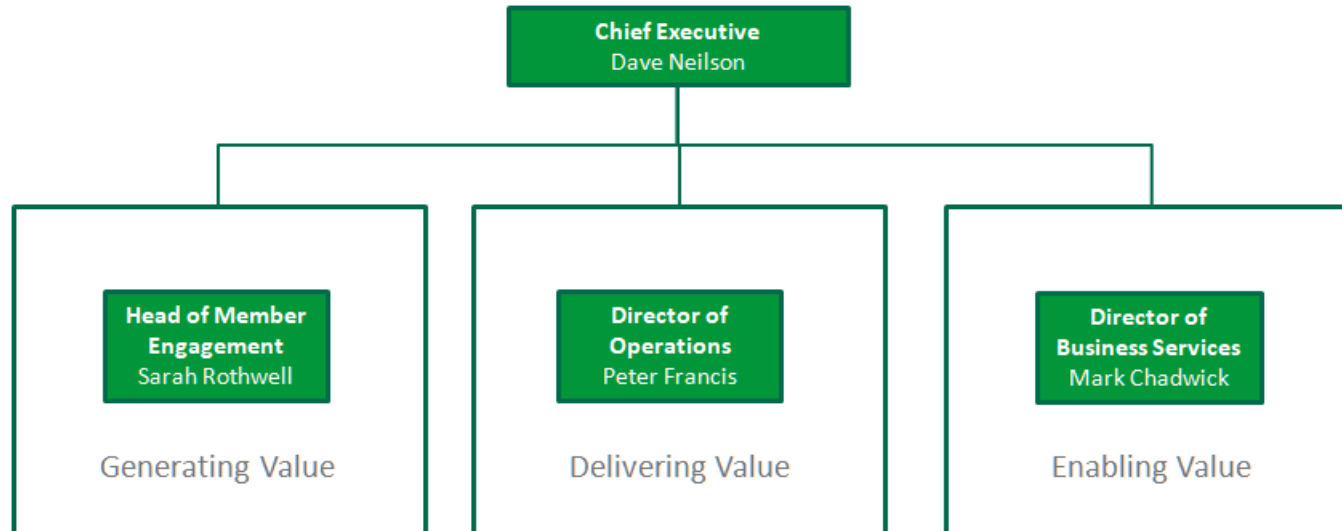
16. To maintain a level of knowledge appropriate to the status of the post from which to advise changes in legislation, policies, requirements, guidance and best practice as it affects the operation of the Fusion21 Programme.
17. To be a committed team member & Fusion21 ambassador who actively supports team members & external stakeholders in the provision of specialist skills or knowledge and the use of flexible resources within the wider team.
18. To operate in a professional and safe manner at all times in line with statutory duty and the policies and procedures of Fusion21.

PERSON SPECIFICATION

QUALITIES	ESSENTIAL	DESIRABLE
<p>CORE COMPETENCIES</p>	<p>Track record of Project Management.</p> <p>Management of Construction and Property Asset and/or Facilities Management projects on time, within budget and to the agreed quality standards.</p> <p>Contract Administration and Financial Management of Framework projects at operational and strategic level capable of giving Value for Money advice on efficiency savings, market rates and tender options.</p> <p>Demonstrable record of Planning construction and facilities management projects from inception to completion using a range of industry standard tools & techniques.</p> <p>A Team player who can develop and maintain good relationships and gain confidence of other professionals within and outside Fusion21.</p> <p>The ability to advise and guide colleagues in supportive, interactive manner ensuring that cost data is reported, targets set and deadlines achieved.</p>	<p>Working to recognized industry professional qualification (NVQ Level 4).</p> <p>Consultancy or “Client Side” Role working for range of construction/engineering projects and/or property portfolios.</p> <p>Experience as Contract Administrator/Supervising Officer on JCT and other Building Contracts including Frameworks and Call Off Contracts.</p> <p>Ability to use Project Management and Financial Management Software packages and digital products such as NBS, JCT and MS Project.</p> <p>Previous experience of working in high performance teams with a track record of achievement.</p> <p>Understanding of Constructing Excellence Key Performance Indicators and other industry metrics applicable to the supply chain.</p>

QUALITIES	ESSENTIAL	DESIRABLE
JOB KNOWLEDGE & EXPERIENCE	<p>Demonstrable experience in construction, engineering & property sector educated to <i>relevant</i> degree level working towards recognized professional qualification.</p> <p>Excellent knowledge of IT and web- based systems, Excel, Access & Social Media.</p> <p>Construction Management/ Engineering/Building or Quantity Surveyor Background – RICS/MCIOB/APM/BIFM/CIBSE.</p> <p>Experience of effective financial and general performance management preparation and authorizations of contract payments in accordance with applicable contract conditions.</p> <p>Evidence of developing and managing effective customer driven services and developing excellent customer relationships</p>	<p>Knowledge and deep understanding of construction and facilities management procurement and asset management.</p> <p>MS European passport and/or NVQ ICT qualifications.</p> <p>Personal experience of running supply chains in a number of key spends areas and markets.</p> <p>Project Financial Planning and cash flow forecasting.</p> <p>Application of Tenders, Direct Awards, Mini-Competitions and Best and Final Offers (BAFOs).</p> <p>Experience of tracking Customer Satisfaction and Complaints over designated product areas and subsequent customer recovery programmes.</p>
QUALIFICATIONS	A relevant professional qualification in Construction, Engineering, Property Asset and/or Facilities Management.	<p>Degree and/or equivalent NVQ.</p> <p>Working towards formal management qualification.</p>

5. Organisation Structure



6. Benefits of Working for Fusion21

Fusion21's current policies include:

- **Learning & Development:** Gain MCIPS and other qualifications relevant to the role (e.g. IOSH Working Safely, P405, etc)
- **5% Annual Bonus**
- **Cost of living increase**
- **Occupational Pension Scheme:** Auto-enrolment during probationary period
- **35 Hour Working Week + Flexible Working**

7. Recruitment Process

The following timescales apply to the role of Project Manager (Compliance & FM):

Closing Date
12noon Monday 27 th September 2021

Assessment and Interviews
Week commencing 11 th October 2021

Second Interviews
To be advised

8. Advert

Project Manager (Compliance & FM)

Make a real impact at Fusion21 and join our expanding Procurement team

At Fusion21 we help people to buy smarter in the public sector and make a difference in communities across the UK. Providing a range of national procurement and community regeneration services to 500+ public sector organisations, we're proud to have delivered more than £197 million savings through the procurement process; created more than 5,200 jobs and generated more than £78 million of community impact.

About the role:

We're recruiting for an experienced Project Manager to provide OJEU related procurement activities for Fusion21's busy Compliance business unit.

A team player, the successful candidate will have a proven track record in project management skills delivering projects on time, within budget and to high quality standards.

Key duties include:

- To produce and manage technically excellent specifications including mini-competitions; direct awards; tender reports and efficiency savings reports;
- To support and report to the Category Manager in relation to agreed performance monitoring targets and continuous improvement;
- Managing external relationships with members, suppliers, contractors, consultants and partners to support Fusion21's business objectives and reputation;
- Understand and maximise value for money on behalf of Fusion21 members; through the use of competitive benchmarking, efficiency statements, cost modelling and value analysis.

About you:

Do you work in property compliance? Tired of chasing down the last LGSR/electrical certificate? Fusion21 runs tender processes for compliance contracts and is seeking to strengthen its procurement team with someone with good health safety / safety management system knowledge.

This role would suit a Compliance Manager, Health & Safety Manager, or Compliance Co-ordinator looking to progress in a role that does not have the same level of criticality. 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 contractors to succeed and helping to keep homes and buildings safe.

Some of the attributes we are looking for include:

- Good attention to detail;
- Specialist knowledge/qualifications in one or more of:
HASWA/asbestos/electrical/fire/gas/legionella/lifts
- Ability to write and review documents e.g. specifications;
- Understand contracts;
- Analyse financial information;
- 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.

We're recruiting for a confident and highly motivated individual with the ability to plan construction and facilities management projects from inception to completion.

If you have experience in the construction, engineering or property sector; have a customer-focused approach and can support colleagues when required, we want to hear from you. We're recruiting for a confident and highly motivated individual with the ability to plan construction and facilities management projects from inception to completion.

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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 at Fusion21, 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!



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fusion21.co.uk



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