



Role	Project Manager	Position type	Full time
Department	Healthcare	Holidays	34 days per year
Reporting to	Senior Project Manager	Hours	40
Location	Remote	Doc version	V2
Apply with your CV and a short covering email to <a href="mailto:recruitment@wandsworthgroup.com">recruitment@wandsworthgroup.com</a>			

## Company overview

Established in 1904, The Wandsworth Group consists of three business areas:

Wandsworth Healthcare, Wandsworth Electrical and Wandsworth Smart Buildings.

- Wandsworth Healthcare provides bespoke Nurse Call systems at patients' beds across a wide range of healthcare applications in both the NHS and private settings.
- Wandsworth Electrical manufactures premium light switches and sockets, which can be found in some of the most prestigious addresses in the world from Buckingham Palace to the Burj Al Arab in Dubai. We are proud to be able to apply the Made in Britain label to our products, which are manufactured on site in Woking.
- Wandsworth Smart Buildings combines traditional Wandsworth technology with KNX enabled building management solutions, from our German owner, GIRA for complete building automation.

As a business we pride ourselves on the quality of the products we produce as well as the quality of the service we offer to our customers. Our team are a key component of what makes us special, we have many staff who have worked with us for over 20 years and we work hard to retain and develop our team.

## Role overview

As a medical project manager at the Wandsworth Group, you will work with our customers to plan & manage the installation of medical service columns and nurse call systems into both live hospital environments and new builds.

## Duties and responsibilities

- Project scoping, costing, contract review and negotiation
- Project planning including engineer resourcing (internal or sub-contract) & pre-requisite engineer training/certification
- Negotiation & sub-contracting of installation services to 3rd parties where appropriate
- Pre-let meetings and site surveys
- Project initiation including risk assessment, method statements and H&S procedures
- Coordination with manufacturing for timely delivery of product & materials to site
- Regular site visits to review "on the ground" status, to ensure install works quality, to ensure proper adherence to H&S procedures, to surface risks & issues and to build client relationships
- Report & manage project status, including proactive risk & issue management
- Identify and manage dependencies on other parties (including delay notices as appropriate)
- Ensure project progress to plan & budget
- Identify & manage variations, including costing, quote and client approval
- Agree project progress with client & submit applications for payment
- Liaise between install team, back office technical team and client to resolve technical issues
- Monitor & report project financial status, proactively escalating issues
- Manage installation team members, including performance, well-being & any HR issues
- Lead by example, including role modelling company standards for quality and customer service

## What we offer

To give all new team members the best possible start, we have a structured onboarding and induction programme, this will include on the job training and support, tailored to your role and department.

As well as the usual competitive salary, free parking, paid for social events, Cycle to Work Scheme, complimentary hot drinks and a supportive atmosphere where colleagues are encouraged to reach their full potential, we have developed a set of benefits which add real value to our team:

### Company car

This role has access to the company car scheme with hybrid, electric and cash options.

### Enhanced holiday allowance

We give our team an enhanced holiday entitlement of 26 days, plus bank holidays, totalling 34 days total. There is an option to carry over up to five days into the following year.

### EAP (Employee Assistance Programme)

All members of the team have access to our EAP Employee Assistance Programme, including a 24-hour helpline from Health Assured to support with wellbeing, legal information, medical information and customer issues.

### Salary Sacrifice Medical Insurance

All members of our team have access to a, no questions asked, discounted, medical cover provided by BUPA. Paid for through a tax efficient salary sacrifice scheme.

# Person Specification

	Essential	Desirable
<b>Skills and Experience</b>		
Project management experience in an M&E or similar environment, managing multiple parallel install teams	x	
Contract management experience in a construction environment, reviewing contract terms and organizing changes and addendums to minimize risk exposure to the company.	x	
Hands on data network infrastructure and/or electrical installation experience for nursecall systems, fire alarms or similar, ideally in a medical environment	x	
Site survey experience, including interpretation & mark-up of technical drawings & specifications	x	
Current knowledge of health & safety regulations, risk assessments, method statements, scope of works documents and safe working practices for construction sites	x	
Formal project management training/qualification (Candidates with a strong track record of experience in similar roles will also be considered.)		x
IT literate including Outlook, Word, Excel, Powerpoint.	x	
Working knowledge of Microsoft Project or similar is an advantage		x
HTM Regs knowledge		x
<b>Qualifications</b>		
CSCS/SSSTS Card Holder	x	
18th edition		x
NEBOSH		x