

Join our dynamic and fast-growing team at Hive Projects, where you'll be part of a supportive and collaborative work environment. We value teamwork and believe in fostering a culture that encourages open communication and innovative thinking. As a Project Manager, you'll have the opportunity to lead and deliver impactful projects, making a real difference. Your project management expertise will play a crucial role in contributing to the growth and success of our organisation, while ensuring the utmost client satisfaction and project success. Come onboard and be part of a team that thrives on challenges and celebrates achievements together!

We are currently seeking a highly skilled and motivated Project Manager to join our rapidly growing team at Hive Projects. As a Project Manager, you will be responsible for overseeing the planning, execution, and successful completion of various projects within our organization. You will play a critical role in driving project efficiency, ensuring client satisfaction, and delivering exceptional results.

1. **Project Planning and Execution:** Develop comprehensive project plans, including defining project objectives, deliverables, timelines, resource requirements, and budget constraints. Lead project teams in executing project activities according to the defined plan.
2. **Stakeholder Management:** Engage and communicate effectively with clients, stakeholders, and project teams to establish and manage expectations, ensuring alignment throughout the project lifecycle.
3. **Budget and Resource Management:** Manage project budgets, track project expenses, and optimise resource allocation to ensure efficient utilisation of resources. Collaborate with clients and teams to monitor financials and maintain budgets.
4. **Risk Management:** Identify potential risks and develop mitigation strategies. Proactively address project issues and obstacles to minimize disruptions and ensure project success.
5. **Quality Assurance:** Establish and enforce quality standards, conduct regular project reviews, and implement corrective actions to maintain project quality and meet client requirements.
6. **Team Leadership and Collaboration:** Lead and motivate project teams, fostering a collaborative and results-driven environment. Facilitate effective communication and coordination among team members, ensuring everyone is aligned towards project goals.
7. **Engage with Social Value:** As a Project Manager, you will actively participate in, and embed social value programs within your everyday work. Embrace the opportunity to engage with and contribute to the social value elements of the project, ensuring that our projects have a positive impact on society and the community. Collaborate with stakeholders to identify and implement initiatives that promote social value, such as supporting local employment, fostering diversity and inclusion, promoting sustainability, and enhancing community engagement. By integrating social value into your project management approach, you will play a crucial role in creating meaningful and lasting benefits for the wider community.
8. **Reporting and Documentation:** Maintain accurate project documentation, including project plans, progress reports, change requests, and other project-related records. Provide regular updates and reports to stakeholders and management.
9. **Continuous Improvement:** Identify areas for process improvement, share lessons learned, and implement best practices to enhance project management methodologies within the organisation.

#### **Desirable Skills & Attributes**

- Degree or equivalent in a relevant discipline.
- Working towards a relevant professional certification or chartered status.
- Proven experience as a Project Manager, successfully delivering complex projects within the construction industry.
- Solid knowledge of project management methodologies, tools, and best practices.
- Strong leadership and communication skills, with the ability to effectively collaborate with cross-functional teams and stakeholders.
- Exceptional problem-solving and decision-making abilities, with attention to detail.
- Proficient in project management software and tools.
- Certification in Project Management (e.g., PMP, PRINCE2) is a plus.

- Demonstrated ability to manage multiple projects simultaneously and prioritize tasks effectively.