

# martinsproperties

## Martin's Properties

### Job Description – Project Manager

Location: 36 Walpole Street,  
Chelsea, London, SW3 4QS

<http://www.martins-properties.co.uk/>

Martin's Properties are a family owned, active, dynamic and ambitious property company with a prestigious property portfolio worth up to £352 million across Fulham, Chelsea and Kensington. Their assets include a mix of commercial, retail, residential, office, leisure and mixed use properties. Martins are looking to grow the business over the next 7 years towards £1bn of net assets and are aiming to diversify geographically and sectorally. The focus going forward will be on London fringes and M25 towns in the office, retail, industrial, PRS and hotel sectors. The balance weighting of the portfolio will be 50% core income, 30% asset management and 20% development. The company has very low gearing at 18% and acquisitions and developments are funded through internal cash resources.

The company has been established over 70 years and its values remain at the heart of the business. The family shareholders delegate the management of the business to an independently chaired Board. The Executive Board comprises of Tom Martin (CEO), Paul Nicholson (FD) and Richard Bourne (Property Director).

Martin's Properties is a customer and community facing business with a focus on creating and managing sustainable, well-designed buildings that enhance the local environment and deliver exceptional customer service.

This is a very important role in the business. The strategy is to have 20% of the portfolio in development activity at any one time (currently 13%). We will be looking to have a GDV of circa £70m up to £200m in development at any time which equates to construction value of circa £20m to £70m, mainly in the £5-10m construction value range.

### The required candidate

- A dynamic, enthusiastic and experienced individual to join the team and deliver the exciting growth plan
- Ideally someone with previous contractor experience but also experience at project management within a property company
- They will oversee all of the construction process within the organization, ensuring that all sites comply with our process and procurement method and work with the framework design team
- They will effectively act as the internal client representative but will need to have experience, flair and talent to overcome issues on site and ensure projects are delivered on time and on budget
- A focus on enhancing value, quality and consistency as well as cost control
- Relevant experience in complicated London refurbishments and developments
- Heritage and listed building experience preferred

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- RICS/AIOB qualified

## **The required role**

- Obtaining a full brief from the Development Manager or Asset Manager
- Tendering contracts in accordance with the preferred procurement route
- Entering into build contracts and securing appointments, guarantees and warranties
- Managing external design and project teams
- Advising on cost and programme implications of design, specification & programme changes
- Managing and monitoring build costs, professional fees etc., cash flows and programme to ensure that all projects are delivered on budget and on time
- Attending monthly project meetings and fortnightly design meetings as required
- Managing the remedying of any defects and the resolution of any claims/disputes
- Managing the release of and recover where appropriate retention monies
- Ensuring the Company (including its subsidiaries and JV companies) complies with all relevant CDM and Health & Safety legislation and submits monthly reports to the Board
- Ensuring the Company complies with all current and future proposed legislation and submit monthly reports to the Board
- Reviewing and updating as necessary standard documentation (including contract, guarantees, appointments and warranties) and ensure they are used
- Review all EPC ratings in the portfolio and ensure compliance before legislation changes and overlay against sales/acquisition program and produce management plan to improve from F+G rating
- Establish and maintain a library of O&M Manuals, as built drawings, surveys, risk assessments etc.
- Advising Asset Managers and Facilities Managers on the need for Building Regs Approval before they place contracts and submit monthly reports to the Board
- Completing Acquisition Analysis Forms and Risk Registers before contracts are exchanged/placed
- Maintain and update the Risk Registers throughout the life of the project
- Providing advice and assistance to Development and Asset Managers in the event of a dispute
- Regularly reviewing property insurance with the Finance Team, ensure all properties and sites are adequately insured and insurers are notified of any changes and submit monthly reports to the Board
- Maintaining adequate records and ensure all data bases, filing, documentation etc is fully up to date and readily accessible and understood by relevant parties.