

## PROJECT MANAGER

### Role Purpose

To deliver new store openings, refurbishments and capital projects across the UK retail estate, ensuring projects are delivered safely, on time, on budget and to premium brand standards. Accountable for program management, cost control and risk mitigation across multiple concurrent projects.

### PEOPLE

- Lead cross-functional project teams from concept through to handover.
- Manage architects, M&E consultants, cost consultants and principal contractors.
- Partner closely with Retail Operations to ensure operational readiness at handover.
- Provide clear and structured reporting to Head of Property & Facilities.
- Build collaborative landlord and managing agent relationships.
- Influence stakeholders to balance commercial return with brand integrity.

### OPERATIONS

#### *Strategic:*

- Develop robust project programs aligned to trading calendars and launch campaigns.
- Identify and mitigate program, cost and design risks early.
- Lead value engineering initiatives without compromising quality.
- Support pipeline planning and capital forecasting.

#### **Transactional:**

- Prepare and issue tender documentation and analyse contractor returns.
- Negotiate and recommend contractor appointments.
- Manage CapEx budgets, variations and payment certifications.
- Conduct regular site inspections and chair progress meetings.
- Oversee CDM compliance and ensure safe working practices.
- Manage snagging, practical completion and defect resolution.
- Maintain project trackers and reporting dashboards.

### PERFORMANCE

- On-time store openings aligned to launch schedules.
- CapEx delivery within agreed tolerance.
- Minimal post-opening defects (12-month benchmark).
- Zero reportable safety incidents.
- Stakeholder satisfaction across Retail and Executive teams.

**EXPERIENCE REQUIRED**

- Min 5 years project management within retail construction.
- Experience delivering multiple concurrent store projects.
- Strong M&E understanding and commercial cost control skills.
- Degree qualified in Construction/Project Management or equivalent.