

Design / Project Manager

Location: Abu Dhabi, Mena

Type: Full time, Permanent.

Salary: competitive remuneration and benefits package

Due to project growth and the continued requirement to drive successful outcomes for our projects and our clients we are looking for a Design / Project Manager to join our MENA (Abu Dhabi) studio. You should be able to demonstrate relevant experience in design and commercial management and have excellent communication skills. The role will involve close liaison with Project Leads and multi-disciplinary design teams to deliver high profile projects. You will be playing a pivotal role in project delivery from day one, you will be in a key position to drive the performance of the projects in the London studio.

Overview of responsibilities

- Liaise with commercial team on cost and contract
- Input into project risk registers
- To be able to work with clients, sub-consultants and project partners alongside BDP project leads
- Manage the collation of design activities and track these against programme, milestones etc. including, project changes, BDP supply chain, CDM, Planning, Regional Sustainability requirements, H&S & Risk management.
- Communicate challenges experienced in the design process with the BDP Management team, and support the process to agree resolution
- Liaise with Design Leads to create comprehensive work plans at project outset and monitor/revise these throughout the project lifecycle
- Reporting to BDP directors & principals on progress and performance (including reporting on financial performance against agreed targets)
- Understanding of and working within the change control process. Keep our clients and the project design teams informed of changes to the scope of work as they arise, and coordinate appropriate contractual notifications and quotations
- Actively participate in the design and QA process, and ensure specific actions are carried out within agreed timescales. Ensure that clear and comprehensive records are kept.
- Input / support with monthly project reporting.
- Determine resource requirements in conjunction with the Project and Design Leads to accomplish programme deadlines, prepare resource planning options and present these to the wider leadership team
- Monitor and Manage request for information (RFI) process and ensure RFI system is being correctly used.;
- Assist and/or manage BDP processes with regard to the preparation of bid submissions.

About you

- A minimum of 5 years relevant experience within the Construction or Engineering environment
- Ideally a Diploma / Degree in Architecture, Engineering, Project Management or related discipline
- Able to demonstrate an understanding of the principles of operation and differentiating aspects of professional services contracts e.g FIDIC and forms of construction procurement
- Excellent Presentation and management skills
- Excellent written, graphical and verbal communication skills
- Mathematical and commercial literacy
- Organised and energetic, with excellent time management
- A good team player, capable of working in a fast-paced environment whilst maintaining accuracy and quality
- Proficient in Microsoft Office packages (e.g. Word, Excel, Outlook, PowerPoint)
- Able to plan and schedule design activities and identify interdependencies. Some knowledge and experience of working with project planning software
- Highly motivated with the ability to work on own initiative, and under pressure
- Exhibit a proactive, understanding and flexible approach to dealing with issues
- Have a friendly, professional manner and confidence in working with people at all levels in the company

About us

BDP is a major international interdisciplinary practice of architects, engineers and designers working together to create outstanding 'places for people'. Founded in Preston in the UK in 1961, we now have studios across the UK, Ireland, Netherlands, the MENA region, India, Singapore, US and Canada. BDP has a leading track record in all major sectors and has over 1000 awards for design quality.

BDP offers

In return, BDP offers a great opportunity for your personal development with exposure to the full range of BDP's skills and expertise, as well as an attractive remuneration package that includes a competitive salary with annual profit-sharing mechanism, flexible pension allowance, private medical insurance, contribution towards professional subscriptions, a great working environment, numerous social activities and excellent prospects for career advancement.

Interviews

Successful applicants will be contacted by phone and/or in writing with invitation for an interview at our MENA Studio. Bu exception, MS Teams interview is possible if in person attendance is not practical.

To apply

To apply For direct applicants please can you submit your CV, cover letter and portfolio to [Craig Howard](#) Please include an indication of your salary.