MORTON:PATTISON

ecological design & build landscape

# Projects Officer

# Role Description

## The Employer

Morton : Pattison are emerging as an industry leader in design & delivery of countryside and ecological works in the south of England. We are widely recognised for our specialist skills and experience in combining ecology, landscape and construction to deliver the best outcomes for biodiversity and people.

We work on a diverse range of projects including design & build of countryside structures, access works, large scale habitat management, renewable energy sites and ecological enhancement. Our clients are distributed throughout the private, public and charitable sectors including nature conservation charities, local authorities, green energy companies, ecological consultancies and house builders.

Due to continued growth driven largely by repeat custom, recommendation and appointment to local authority frameworks, we are looking for professional and positive team players who share our values to join us and make a positive contribution to the region's countryside.

Morton : Pattison is an equal opportunities employer with a strong focus on staff development with the goal of building and retaining a team that grows in capacity alongside the company.

www.mortonpattison.com

### Role Purpose

The purpose of the role will be to lead on the project management of countryside and landscape contracting work, and the production of quotations and estimates for said works. An element of the role will be assisting in the production of local authority tenders, with a view to this element of the work increasing over time. The types of work undertaken include but are not limited to:

- Countryside infrastructure/access projects; boardwalks, footbridges, pond dipping platforms, paths, agricultural drainage & water supply, fencing & gates.
- Habitat creation and management; small tree felling and scrub management, planting & seeding, pond creation and improvements, control

of non-native plant species/herbicide application, hibernacula creation, installation of bird and bat boxes.
- Design and Build; Installation of bespoke landscape installations designed by our in-house team, for example natural flood management, BNG landscape schemes and educational installations in visitor centres.

The primary function of this role is to assist in ensuring shared team objectives are completed safely, on time and to cost.

This role will be ideal for someone with a strong background in site-based landscape and construction work who currently works as a site supervisor/manager or project officer/manager and is looking to move into countryside / ecological works and further improve their project management, estimating and bid writing skills. Full in-house training in specific work areas will be given, for example local authority tenders and estimating. Morton : Pattison is a growing company so there is scope for the right candidate to progress as the company expands.

**Reporting to:**

Managing Directors.

**Duties & Responsibilities:**

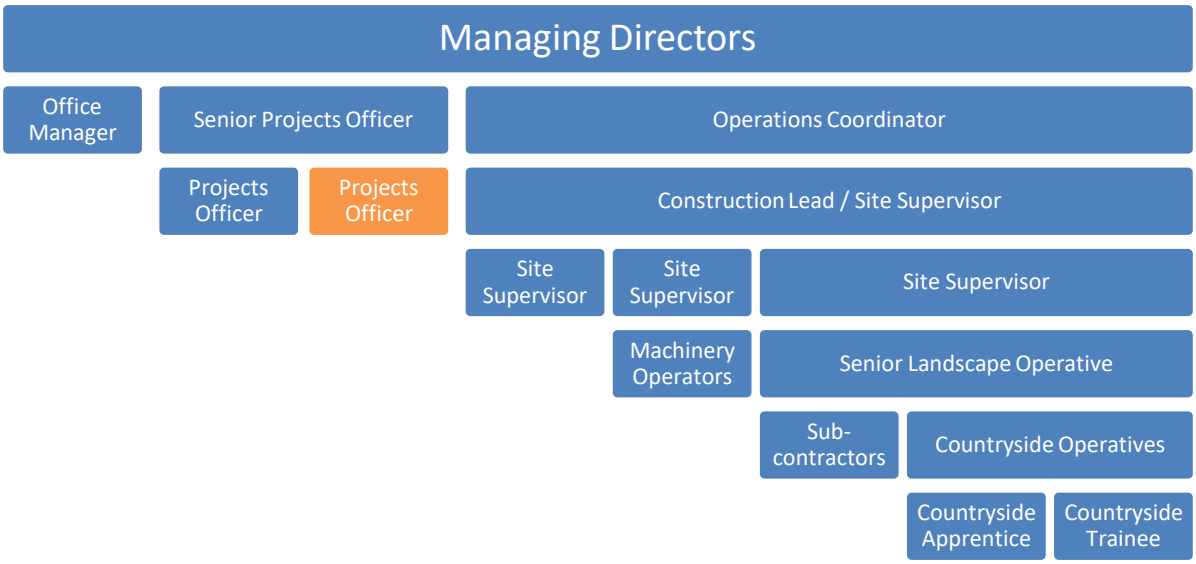
- Project management of a broad portfolio of landscape and ecological contracting projects to ensure that contracts are completed safely, on time and to cost
- Carrying out site visits to meet clients and view work
- Detailed site surveys during site visits to enable accurate estimation of requirements and quotation production
- Production of accurate quotations
- Assisting in the production of local authority tenders
- Production of Construction Phase Plans, risk assessments and other health and safety documents
- All project management administration required for successful project delivery, ordering materials, plant machinery, arranging labour and equipment requirements with Operations Coordinator
- Ensuring leads, quotes and project management system entries are up to date
- Coordination of information in team work schedule to ensure all project information is up to date and available to Site Supervisors
- Regular site visits and communications with Site Supervisors to ensure successful project delivery
- Keeping accurate project accounts records

- Participation in regular project management meetings with Managing Directors and other project management team members

## Work Environment and location

The work will be office and site based. Hybrid working is offered between site, the company office in Exton (Hampshire) and home based. Site visits will be across our work area in Hampshire and the surrounding counties.

## Organisational structure




### Role within team

Morton : Pattison has two Managing Directors and two Project Officers who all currently act as project managers and produce quotations and local authority tenders.

The role holder will work closely alongside this team to contribute to successful project delivery and the production of quotations and tenders. The role holder will work closely with site staff to support them to safely deliver high quality work on time and to budget.

There is currently no line management responsibility for the role holder although this may change as the company develops.

**Duration**

Permanent (subject to successful completion of probation period), full-time contract.

**Working hours**

40 hours per week. A typical week would be split 60/40 between office-based work and site visits to view jobs and manage projects during the delivery phase. Days on site / home based can vary each week to fit with client meeting requests, project timelines and organisational requirements.

**Remuneration**

£34,000 - £40,000 per annum. Company vehicle after passing probation period.

Good benefits package

**Holiday entitlement**

Holiday entitlement is 28 days per annum pro-rata, plus birthday leave, with 1 additional day of leave accrued annually up to a maximum of 31 days per annum as per the staff handbook.

## Mission Statement

**We are a contracting, consultancy and design firm providing specialist countryside services that bring together ecological, design & build and landscape expertise.**

Our work has biodiversity and people at its core, often working with protected species and on protected sites to deliver practical, sustainable and ecologically informed solutions.

**Our core values are:**

- **Committing** to positively contributing to the **natural environment**
- **Developing** a **motivated**, **collaborative** team with **integrity**
- **Delivering high quality** projects and service