

# EMPLOYER'S AGENT



<b>CONTRACT TYPE:</b>	FULL TIME / PERMANENT (subject to probationary period)
<b>WORKING HOURS:</b>	37 HOURS
<b>OFFICE LOCATION:</b>	RPA OFFICE CARDIFF / SWANSEA / BRISTOL
<b>SALARY:</b>	5 + YRS EXPERIENCE £38K - £50K (DOE)

## RPA

RPA is a dynamic and growing firm with offices in Cardiff, Bristol and Swansea, offering specialist quantity surveying and commercial management services. We are currently seeking Employer's Agents to join our team due to ongoing contract awards and expansion.

## ROLE OVERVIEW

RPA are looking for an experienced Employer's Agent to join our ever growing team. Our extensive portfolio of projects and clients covers many sectors ensuring a varied and interesting pipeline of work.

As an Employers Agent, you will be responsible for managing construction projects from inception to completion, ensuring that they are delivered on time, within budget, and to the highest quality standards. Your expertise will be essential in coordinating all aspects of the project, from feasibility studies and contract administration to cost control and client liaison.

## KEY RESPONSIBILITIES

- **Project Management:** Oversee and manage the delivery of construction projects, ensuring they meet the client's objectives and requirements.
- **Contract Administration:** Administer construction contracts, including preparation, review, and negotiation of contract documents.
- **Cost Management:** Monitor and control project budgets, ensuring cost-effective solutions and value for money.
- **Client Liaison:** Act as the main point of contact for clients, providing regular updates and addressing any concerns or issues.
- **Feasibility Studies:** Conduct feasibility studies to assess the viability of proposed projects, including managing cost estimates and risk assessments.
- **Quality Assurance:** Ensure that all projects meet the required quality standards and comply with relevant regulations and best practices.
- **Risk Management:** Identify and mitigate potential risks to project delivery, implementing effective risk management strategies.
- **Team Coordination:** Coordinate and work closely with project teams, including architects, engineers, contractors, and other stakeholders including inhouse resources.
- **Reporting:** Prepare and present detailed project reports to clients and senior management, highlighting progress, challenges, and solutions.



## REQUIRED SKILLS & QUALIFICATIONS

- Minimum 5 years of experience working on construction projects.
- Excellent knowledge of construction contracts and relevant legislation.
- Strong negotiation and communication skills to liaise with clients, contractors and stakeholders. Ability to manage budgets, schedules and resources efficiently.
- Demonstrated experience in overseeing the construction phase, monitoring progress and ensuring quality control.
- Familiarity with health and safety regulations and procedures.
- Proven track record of successful delivery of projects on time, within budget and to client satisfaction
- Bachelor's degree in Construction Management, Quantity Surveying, or a related field.
- Proven experience as an Employers Agent or in a similar project management role within the construction industry. (RSL Project Manager, Construction Management etc.)
- Knowledge of construction contracts, procurement methods, and project management principles.
- Excellent communication and interpersonal skills, with the ability to build and maintain strong client relationships.
- Strong analytical and problem-solving abilities, with a keen attention to detail.
- Ability to work effectively under pressure and manage multiple projects simultaneously.

## PREFERRED QUALIFICATIONS

- Knowledge of relevant construction standards (WDQR etc.)
- Professional certifications such as MRICS or MCIOB are desirable, or a will to work towards relevant qualifications within the job.

## WHAT WE OFFER

- Competitive salary and benefits package.
- Full support and mentoring towards your APC qualification to help you achieve chartered status.
- Opportunities for further professional development and training.
- Mentoring from experienced professionals to support your career progression.
- Be part of an evolving and team driven environment.

**MORE INFORMATION**

**0845 602 2780**

**WWW.RPAGROUP.CO.UK**