



## **Bernard Sims Associates**

### **Operation Manager based South East of England**

Bernard Sims Associates is currently looking for an Operations Manager to help to effectively manage the business and to lead and manage a small a team of qualified consultants.

Based in the South East of England, this role will be part of our senior management team and will report into the 2 Directors/Shareholders. The key duties and responsibilities of this role will be to: -

- Manage a team of 5 professional consultants.
- Prepare fee proposals and service level agreements as required for Principal Designer and other related health and safety services.
- Provide regular forecasting, resource planning and management of staff utilisation.
- Report on KPIs for the team and take action to enhance success and mediate shortfall.
- Undertake key account management and development, and external business development.
- Deliver regular reporting to the Directors of the business.
- Assist in the ongoing development of the technical leadership team.

The ideal candidate for this position will have strong management and leadership experience within the construction industry, a consultancy or a related industry and hold relevant qualifications.

Whilst you need a good understanding of the CDM regulations and their application, this role is primarily a business management position rather than that of a pure senior practitioner. This is a fast-moving role, and you will be ensuring that our teams deliver projects on time and within the regulations.

You must have a proven track record of current or recent high end project management and people management as well as regular interface with clients. Excellent communication skills are required for this position both oral and written, as well as the ability to easily build and maintain good working relationships with all stakeholders, both externally and internally. You should also have a high level of commercial awareness and experience of cost management and budgets.

To be considered for this role you should have the following: -

- At least 3 year' experience of working within a consultancy-based business.
- At least 3 years' current senior level experience in construction health and safety
- Proven experience of managing and developing teams.
- Excellent report writing and communication skills and the ability to coach others.
- Experience of preparation of fee proposals
- Hold a relevant degree or equivalent.
- Ideally you should also be a member of the APS and Tech IOSH or working towards

We offer a dynamic, friendly, professional, flexible and supportive working environment with excellent staff benefits, good opportunities for development and the ability to make a significant contribution to a well-established, growing and successful business.

If you require further information or are interested in this position, please send a covering e-mail with a comprehensive up-to-date CV along with salary expectations to [personnel@bsims.co.uk](mailto:personnel@bsims.co.uk)