

# Lesley Phillips

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***“..An experienced Project Manager with contractor and client experience, both academically and practically..”***

## **Professional Profile**

I am a Project Management Professional with over 10 years experience covering a broad spectrum of skills from estimating, budgeting, programme management, financial control, business development and policy handling (Construction/Trades/Property), as well as extensive experience in site and construction management.

My drive and leadership skills are demonstrated through my commitment to developing my on-job experience and professional qualifications. I thrive on the challenge of a changing environment. I am notably extremely reliable and dependable - analytical and strive for quality. I think I would be perfect for your Project Manager position.

## **Employment**

### **Mar 13 – Present: Maybury – Freelance Project Manager**

Currently responsible for heading up 4 sites valuing around a total of £6m carbon saving project which includes; overall H&S management, on-site budget and resource planning whilst servicing 30+ clients including one of the UK's leading electricity and gas companies. My role involves:-

- Seeking new business leads and working closely with clients to help deliver a fixed price cost to achieve a win-win result for both Maybury and the client.
- Utilising my QS skills to form take offs & bill of quantities to deliver precise price quotations resulting in a tightly run budget, with clearly defined method for claiming payments and monitoring subcontractors.
- Initiating the Maybury Energy Contracts, which specialise in the External Wall Insulation market, I developed a quality management system to achieve the PAS2030 accreditation with NICEIC, stimulating a turnover to date of £4m.
- Managing private owner's EWl sites from the end to end process including claiming ECO funding. For example, creating a pricing document and process flow for the client to use as a standardised template to price EWl projects, on average ensuring a time saving of 25%.
- Employing an entire design team and constructing a cost plan for a new automotive industrial garage, using Prince 2 methodology and programme management to ensure the team is coordinated and the project remains on track.

### **Oct 12 – Mar 13: Interstellar Construction – Freelance Site Manager**

This job focused on working on an £8m contract for the new Peebles Medical Centre. My role involved:-

- Setting up the initial site including managing ground worker contractors /piling contractors and further sub-contractors
- Assisting the QS team with the tenders for the future trades on site (Steelwork, Metsec, Glazing, Cladding, Brickwork and Roofing) applying my project management skills and Prince 2 methodology to streamline the pre-construction process. This resulted in time-saving for management prior to tenders being awarded to sub-contractors.
- Building client relations with the local community and schools to support the Considerate Constructors Scheme.
- Vetting all H&S on site, maintaining a high standard of work using the Interstellar management systems and ensuring that the site was adhering to BREEAM standards at all times.
- Evaluating tender submissions for a variety of work packages, exercising my expertise by value engineering each package to realise cost reductions.
- Handling client change requests by liaising with the Senior QS and PM throughout the course of the project, keeping communication channels fluid between manager and client on all instructed work and ensure any cost implications were highlighted at an early stage.

### **Jan 11 – Oct 12: Rylan Contracts – Site Manager**

This role required running the following 4 projects:-

Wallington Park - Warehouse and Office extension with full office fit out and working area (£300k)

Templeton, Glasgow - Office Fit out and sales area (£45k)

Peebles – Retaining walls within Historic Scotland site.(£25k)

Jupiter Artland, Edinburgh – Fringe Festival Venue Bar Space (£45k)

- Entailing site management, programming and planning, man management, H&S, full site valuations, material call offs and pricing.
- All PQQ's I embarked on lead to undertaking pricing works for the tender packages with a personal track record of a 50% success rate at winning the final contracts.
- Aided the contracts team with project delivery furthermore forming a quality management system, quality assurance status and accreditations.

- The accreditations I achieved on behalf of Rylan Contracts include ISO 9001, ISO 18001, Construction line and CHAS (Contractors H&S Assessment Scheme).

1999 - 2010

- **Renfrew Management** - £100 million – St Stephen Centre Redevelopment
- **Franklin Brothers** - £2.2million – Private Housing (15 Flats In City Centre of Stirling)
- **Franklin Brothers** - £15million – Royal General Hospital Unit
- **TAC** - £6million – East Renfrewshire Academy School Extension
- **TAC** - £500k – Grouting Works, Site Clearance, Paisley Community Hospital
- **Kinetics** - £120million – The Excelsior Wind Farm, Bishopton
- **Kinetics** - M72 Craigton To Ulsta (£38m)
- **Raven Contractors** – Raith Rovers Football Stadium and Pitch (£10m)
- **Raven Contractors** - Southern General Psychiatric Unit (£1.6m)
- **Raven Contractors** - NW Capital Test Cell (£2.5m)
- **Ledwin** - BAE Systems – Replacement Of Gas Main (£0.25m)
- **Ledwin** - BAE Systems – Roof (£0.25m) / Car Park (£1.4m) Office Refurb (£2m)

## **Education & Professional Memberships**

2013	Distant Learning NC Quantity Surveying
2012	Prince 2 Project Management (Practitioner & Foundation)
2006	Glasgow City College - Self Build Housing
2004	ICIOB Status with The Chartered Institute Of Building
2000 – 2002	Strathclyde University – BSc (Hons) Construction Management
1998 – 2000	Paisley College – HND Civil Engineering

## **Additional Qualifications**

- 5 Day CITB Site Safety and Management Training
- Clean Disclosure Scotland – NR110100103732721
- First Aid
- CSCS Site Supervisors (Gold)
- Temp Works Coordinator
- When The Inspector Calls (HSE)
- Senior Management Safety Behavior Tour Workshop (HSE)
- Two UK National Awards from the Considerate Constructors Scheme
- Alessco & Enewall External Wall Insulation Manager & Applicator Certificate
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## **Outside Work Activities**

I care about my local community and like to get involved in volunteering for community projects. Using the transferrable skills from my career, I have been able to secure funding and grants for various projects, including a new playground and youth club for the children within my local area.

I have a real passion for music and enjoy watching live performances, as well as playing in my own Ska band.

## **Referees**

Judy Lawless, HR Director, Maybury, Glasgow – [judyawless@tusk.co.uk](mailto:judyawless@tusk.co.uk)

John Richardson, Director, Interstellar Construction, Paisley – [jrichardson@interstellarconstruction.com](mailto:jrichardson@interstellarconstruction.com)

Mary Brief, Team Leader, Rylan Contracts, Glasgow – [mbrief2@gmail.co.uk](mailto:mbrief2@gmail.co.uk)