

# Alan Smith MICE; MCI0B

Divisional Director | Project Manager | Contract Manager

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## Profile

A methodical, flexible and tenacious Divisional Director with a unique set of specialised skills covering operational and project management. Persuades dedicated teams to achieve beyond their perceived capability by working cohesively. Possesses many years of experience in construction, with four of those at executive level. Operates effectively across different areas of a business and possesses an aptitude for resolving problems. Communicates succinctly at all levels and is fully at ease when handling multi-million-pound projects.

## Skills Matrix

Construction Management | Construction Development | Business Development | Project Management | Project Delivery | Contract Management | Contract Development | Client Engagement | Tender Management | Tender Review | Leadership | Team Building | Team Management | Staff Engagement | Staff Development | Stakeholder Engagement | Strategic Planning | Change Management | Problem Resolution | Operational Management | People Management | Mentoring |

## Career Detail

### ABC Construction

#### **Divisional Director, South East**

**2016 - Present**

- Swiftly promoted to Divisional Director of the SE region, overseeing the entire business process encompassing work winning, pre-construction, live projects and commercial and safety performance
- Maximised the potential and contribution of 40 members of staff using a bespoke management style while galvanising teams towards a common vision
- Minimised staff attrition by providing a motivating work environment incorporating project performance management and reporting
- Cultivated productive working relations with other Board Directors, senior line managers, staff and clients, using effective communication to build a strong rapport and nurture profitable relations
- Adopted a calm and logical approach when dealing with problems, reaching rapid and satisfactory resolutions for all concerned to maintain excellent staff relations
- Focused on developing the business, as well as tender reviews and settlements

#### **Key Achievements**

- Developed the South East divisional business into a smoothly-run operation, by strengthening and building the pre-construction team and improving the bid management process
- Increased turnover from £10m to £14m and delivered a gross site margin of £1.7m (12.5%) in FY19/20
- Instrumental as part of the winning team that secured the Civil Engineering Framework, and subsequently as Director of the framework teams that delivered the works
- Set up and developed key relationships with universities to recruit Engineering undergraduates and graduates into the company
- Tasked as the Supervising Civil Engineer and Mentor for university students under the ICE training agreement

### Construction Services Ltd

#### **Managing Director**

**2013 - 2016**

- Offered high quality project management services to clients within the construction industry

#### **Contracts Manager**

**2015 - 2016**

- Oversaw all South East live projects, providing operational support to work-winning teams
- Stepped up to the role of Divisional Director when previous Director left the business
- Played an integral role in delivering the £13m Eco Park project and the subsequent successful resolution of a contractual dispute with the client

## **Project Manager**

2014 - 2015

- Fully accountable for the planning, programming and delivery of a gateway road and associated services corridor, as well as the development of a 15-strong workforce
- Managed and delivered the link road for the South East Development Agency (Seachange) and section 278 works for a County Council

## **Construction Manager**

2013 - 2014

- Overall management of a £45m online widening project for the Highways Agency in charge of high standards of quality, safety and timely delivery
- Motivated and supervised more than 20 staff to ensure they achieved their potential at all times

## Construction Ltd

**2008 - 2013**

### **Project Manager, Sewage Treatment Works**

2010 - 2013

- Proactively project managed a £5.2m formwork, reinforcement and concrete sub-contract package to construct a new extension to existing sewage works
- Provided management and support to all relevant site personnel and developed and maintained robust working relationships with the client, Thames Water, and the main contractor, Black & Veatch
- Monitored and controlled work activities, focusing on compliance with health and safety regulations

### **Project Manager, Waste-to-Energy Facility**

2008 - 2010

- Instrumental in driving forward £5.3m sub-contract works to construct a reinforced concrete structure and frame for a new waste-to-energy plant
- Planned and managed the construction of a floating caisson basement structure to be sunk 20m down within a diaphragm wall, while building the walls above water level

## Construction Company Ltd

### **Project Manager**

**2006 - 2008**

- Responsible for a £25m dual carriageway online widening and road realignment project

## Construction Plc

### **Project Manager**

**2005 - 2006**

*Previously worked for XYZ Construction Ltd (2003-2005) as Project Manager in Ireland, Project Manager on a desalination plant in London, Site Agent at the Chingford South Water Treatment Works and Site Agent on the Brighton Coastal Protection Scheme. Worked for Jones and Company Plc (1989-2003) as Project Manager on various stadia, including Newmarket's Millennium Grandstand, Charlton Athletic FC West Stand, Kempton Park Racecourse and the West Stand at Twickenham.*

## **Professional Development**

- Chartered Construction Manager
- Chartered Civil Engineer
- CSCS Site Manager
- SMSTS 5DAY
- Qualified First Aider

## **Professional Membership**

- Member of the Chartered Institute of Building
- Member of the Institution of Civil Engineers

## **Education and Qualifications**

- BEng (Hons) in Civil Engineering, 1<sup>st</sup> Class, London Polytechnic
- Three A Levels & nine O Levels