



## Waterman Aspen

Secondment & Outsourcing Services

Telephone 01509 674567

### Curriculum Vitae – Confidential

**Name:** Paul Marshall-Day

**Profession:** Project Manager/Building Surveyor

**Profile:** Paul is a Project Manager/Building Surveyor with wide ranging experience within a construction related social housing environment including major government programmes such as Decent Homes and Energy Security programmes such as Carbon Emission Reduction Target (CERT), Community Energy Savings Programme (CESP), Low Carbon Buildings Programme (LCBP) and the recently announced Feed in Tariff (FIT) scheme. Paul has held several management positions for social housing landlords and can demonstrate an adaptable innovative approach both to service provision and improvement. He also has experience of asset management and legislation, procurement and regeneration projects from inception to completion, including resourcing funds from external agencies. Paul's experience also encompasses building pathology, renewable energy technology, management of major public sector improvement projects, and the delivery of technical training for operational staff.

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#### Qualifications:

ACIOB (Associate Member of the Chartered Institute of Building)  
CSCS Accreditation (Project Manager)  
HNC and ONC Building Studies  
City & Guilds AutoCAD

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#### Experience:

**2005** Joins Waterman Aspen as a Project Manager/Building Surveyor  
**2008** Promoted to Area Manager

**Oct 2009 to date** **Seconded to Nottingham Energy Partnership (NEP)**  
**CESP Project Development Manager**

Seconded to NEP to carry out research and development work as part of CESP (Community Energy Savings Programme). This involved researching and finding 'retro-fit' solutions to properties which will provide warmer homes with reduced fuel costs; an overriding objective is to cause home owners the least disturbance yet gain the greatest benefit in terms of energy consumption and cost. Also responsible for identifying innovative ways to encourage 'take up' from 'owner-occupiers' in areas with the lowest 10% income, as identified within the Indices of Deprivation 2007.

On CESP, lead and coordinated a 'multi-organisation' project team including the city's leading Social Landlord, Nottingham City Homes. Responsible for attending and chairing meetings to ensure 'buy in' from all interested parties, leading to negotiations with a major utility company and the fund provider with a view to achieving the best financial outcome. Coordinated a technical 'trial' with national market leading suppliers on energy efficiency materials and products and produced carbon reduction estimates and overall project cost estimates.

**April 2009 to Oct 2009** **Seconded to Derby City Council**  
**Environmental Services Department, Direct Labour Organisation (DLO)**  
**Building Services Manager**

Working within the DLO, reporting to the Assistant Director / Head of Service on a Departmental Skills Audit to review proposed and implemented service

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improvement measures. Responsible for conducting a skills audit of all the Operatives in the service area across the various trades, including bricklayers, joiners, plumbers and electricians.

**April 2009 to Oct 2009** **Seconded to Derby City Council (Cont'd)**  
**Environmental Services Department, Direct Labour Organisation (DLO)**  
**Building Services Manager**

The skills data was collated in a database to ensure an open and transparent system for scoring the information, together with gaining approval of the proposed process. Prior to implementation of the service improvement measures, also investigated new ways of working and introducing 'multi-skilled' trades to the service.

Responsible for attending and chairing meetings to ensure 'buy in' by all interested parties, including the unions to seek amicable solutions. Produced staff newsletters to give regular updates on progress. Conducted investigations, attended formal interviews and produced reports on staff disciplinary and grievance matters ensuring compliance with the current policies and procedures. Also acted up as the Head of Service as required with responsibility for managing other sections within the service area.

**July 2008 to March 2009** **Seconded to Spirita Ltd (Housing Association)**  
**Decent Homes Programme**

Responsible for project managing a multi-disciplined team in the delivery of a Decent Homes Programme valued at £10 million. This involved all aspects of project management including achieving outputs, financial monitoring, liaising with residents and problem solving. The project utilised the Term Partnering Contract (TPC) 2005 adopting a partnering approach.

**January to July 2008** **Seconded to LHA-ASRA (Housing Association)**  
**Procurement Consultant**

Managed a team procuring an innovative standalone voids repairs contract utilising the National Housing Federation (NHF) 'Viper' Contract & Schedule of Rates. This included comprehensive resident consultation, training operational staff in new methods of working and providing support in respect of Transfer of Undertakings Permanent Employment (TUPE) from the incumbent to the new incoming Service Provider.

**April to December 2007** **Seconded to Spirita Ltd (Housing Association)**  
**Service Improvement Manager**

Responsible for researching, producing and delivering technical training programmes to Customer Services Teams within the Midlands and London regions. Researched and produced a detailed Quality Assurance (QA) system implementing a modern efficient- high quality responsive repairs service. Assisting with procurement and partnering solutions for the material supply chain and maintenance service providers.

**2005 to 2007** **Seconded to Walbrook Housing Association**  
**Responsive Repairs Manager**

Responsible for setting up and managing the responsive repairs service for the housing stock, including managing surveyors and call centre staff; compiling and

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presenting reports to Operations Committee; liaising with tenants and residents groups including 'repairs surgeries'. Also dealt with official complaints and compliments.

**2004 to 2005**      **Planned Maintenance/Relet Repairs Manager  
Charnwood Borough Council**

Main duties include managing the planned maintenance teams in order to achieve a cost effective and efficient service within the Building Maintenance Service Unit; project management of major capital schemes; implementation of improved asbestos management procedures; compliance with standing orders & financial regulations.

**1998 to 2004**      **Project Co-ordinator  
Nottingham City Council Housing Department**

Managing capital regeneration projects, within time and budget constraints, from inception through to completion. Leading the project teams, including other departments within the council, tenants & residents, outside agencies and the private sector. Organising publicity for the schemes including liaising with members of the public, Councillors and MP's. A track record of successful bids to the Home Office for project funding for specific projects (£2.7 million over 5 bids).

**1994 to 1998**      **Building Surveyor  
Nottingham City Council, Housing Department**

Pre and post-contract project management of environmental improvement schemes and repair & refurbishment schemes to council housing. Duties included house surveys, diagnosis of defects, specification writing, tender preparation and evaluation, supervision of contractors, interim and final valuations, variations etc.

**Expertise**

- 1.0**      Knowledge and understanding of standard forms of contract including :-
- Joint Contracts Tribunal (JCT) - Minor Works.
  - JCT - With/Without Quantities, Private/Local Authority editions.
  - National Housing Federation (NHF) (Version 6 & VIPER)
  - Term Partnering Contract (TPC) 2005
- Managing construction projects in accordance with above conditions of contract.  
Knowledge of preparation of contract documents.
- 2.0**      Understanding of public and private sector housing: Decent Homes Standard; Local Government funding streams; generating and sourcing funding from other public agencies, e.g. The Home Office.
- 3.0**      Knowledge and understanding of renewable energy technologies & Government energy efficiency programmes, e.g. CESP, CERT (Carbon Energy Reduction Target) and HEMS (Home Energy Management Strategy).
- 4.0**      Interim and final accounts using contract documents/specifications and measurement; agreeing variations and monthly valuations; full financial control.
- 5.0**      Knowledge of Health and Safety at Work Act (HSWA) 1974 and associated regulations, Construction, Design and Management (CDM) Regulations.

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**6.0** Experienced in use of MS Windows XP and MS Office (Word, Excel, PowerPoint), and peripherals (digital camera, hand held PC etc.).