

# Gregory Nelson, BSC(Hons)

Ipswich Suffolk IP52FZ, UK • 07588825660

greg@gregorynelson.co.uk

<https://www.linkedin.com/in/gregory-nelson-981a20207/>

gregorynelson.co.uk/qualifications

Projects: gregorynelson.co.uk/projects

## Construction Site Manager

**CSCS and SMSTS certified professional with documented success managing a wide range of projects varying from fit-outs, schools, hospitals, civils, new builds to historical building restorations.**

Leveraging 20+ years of experience in the construction management field with full qualifications in Risk assessments, Permits to work, Excavation Awareness, Work at Height Course, Asbestos awareness and Manager's Three Day First Aid. Demonstrable skills in heritage work with strong abilities in carrying out period property restorations and renovations. Well-versed in the development of method statements, risk assessments, and interpretation of architectural drawings. Articulate communicator with a history of initiating inductions and toolbox talks to minimise health and safety risks and ensure the protection of teams' wellbeing. Proven record of building and maintaining robust relationships with clients, contractors, and cross-functional teams.

### AREAS OF EXPERTISE

- Site Operations
- Client Relationship Management
- Quality Assurance
- Resource Management
- Health & Safety Procedures
- Construction Management
- Stakeholder Engagement
- Construction Takeoffs
- Project Management
- Risk Management & Mitigation
- Executive Team Leadership
- NHBC

### ACCOMPLISHMENTS

- Oversaw project development lifecycle of £1.5M bespoke timber framing building project.
- Managed sites for major house builders and commercial fit outs for large facilities management companies.
- Acquired and cultivated strong health and safety procedures skills as well as CSCS and NVQ qualifications.
- Highly computer literate with 1<sup>st</sup> Class degree, with strong technical skills in design build and adaptation.

### PROFESSIONAL EXPERIENCE

#### Site Manager

July 2023 – present

#### ICC Across Various Sites in Suffolk

Responsible for overseeing carpentry contractors and other tradesmen for new build and refurbishment projects, including healthcare, education, and residential settings. Duties include checking CSCS cards, method statements, risk assessments and following company procedures. Works encompass M&E, plastering, drywall, painting, and decorating, including managing the final sign-off and handover process.

#### Key Accomplishments:

- Worked through issues with drawings and liaised with tradesmen to rectify problems.
- Engaged with architects, HSE, NHBC clients, and tradesmen daily to achieve objectives.
- Successfully delivered on-time and budget shop fit and office refurbishments through effective communication, technical skills, and adherence to company guidance.
- Delivered good record of no injuries or near misses over full time within the company.

- Worked as a team member when needed to use tool skills to finish projects.

**Site Manager**

**September 2022 – May 2023**

**CBRE AXA Ipswich Suffolk**

Overseeing site management of surveys and works to an 8-storey office which includes fire safety works on all floors. Coordinating labour and permits to work during both day and night shifts, upholding company policy throughout the process. Engaging with the project manager, tradesmen, clients and security. Updating the daily diary and creating reports for head office. Liaising with different companies on various floors to gain access to carry out surveys and work. Upholding HSE compliance and managing the final sign-off and handover process.

**Key Accomplishments:**

- Established good working relationships with stakeholders multiple clients and tradesmen.
- Delivered on-time and budget fire safety upgrades to the existing building by promoting best practices using communication, technical skills and company guidance.
- Completed CBRE training for Risk assessments, Permits to work, Excavation Awareness and Work at Height 1 Course.
- Achieved throughout the project no injuries or near misses due to HSE diligence.
- Improved efficiencies for tradesmen by organising materials and workloads in night shifts to be improved by planning shift tasks and access to areas to be worked in.

**Site Manager**

**January 2020 –Sept 2022**

**Complete Loft Conversions, Ipswich Suffolk and surrounding areas**

Oversee site management functions from gathering clients' specifications to ensuring the achievement of projects. Drive the development of quality projects and effectively manage resources. Manage various building sites such as new buildings, shop-fitting, and period building renovation. Communicate clients' requirements to structural engineers and architects. Coordinate construction quotes, contracts, and site preliminaries in addition to implementing HSE standards. Engage with various stakeholders such as clients, electricians, tradesmen, and plumbers. Liaise with building control for initial site visits. Finalise scaffolding and lifting plans. Uphold HSE compliance and manage the final sign-off and handover process.

**Key Accomplishments:**

- Established a company from the ground up and conducted loft conversions worth £37K to £80K.
- Delivered best-in-class loft conversions for clients by employing excellent communication and technical skills and knowledge.
- Achieved a 120% increase in work volume by initiating fruitful relationships with clients.
- Slashed operational inefficiencies by overseeing HSE which led to a reduction in lost workdays by 50%.
- Built and maintained strong relationships with specialist architects and structural engineers.

**Site Manager**

**January 2019 – January 2020**

**Harrison and Wilden, Holbrook Suffolk**

Managed £1.5M+ timber frame building with Glulam beams, Shanafelt roof, Velfac windows, underfloor heating, heat recovery system and various bespoke features. Maintained communication channels with multiple cross-functional teams and enforced compliance with health and safety procedures. Coordinated regular site meetings and client briefings with architects and stakeholders.

**Key Accomplishments:**

- Delivered 95% of project goals on time and effectively managed architect engagement and building control activities.
- Completed level 6 NVQ in site management and obtained black card as well as completed SMSTS course.

**Site Manager**

**January 2017 – December 2018**

**Robert Norman Associates, North Suffolk**

Managed several residential, new builds, listed buildings with hand cut, oak framed, trussed roofs and timber framed buildings with specialist cladding systems including larch, cedar and heritage works including lime lath plaster and installing decorative corniches. Managed the full lifecycle of the builds from site setup to handover, managing and maintaining all trades and building relationships with clients, stakeholders, building control and safety inspectors including NHBC. Checking CSCS cards recording inductions and meetings with trades and managing environmental, occupational and everyday risks.

**Key Accomplishments:**

- Delivered a high standard of quality joinery and high-end work in and around the Aldeburgh area with complex designs and requirements adapting and redesigning to suit problems within the brief.
- Delivery of difficult projects with many new materials and methods of working with new roofing systems and steelwork to achieve set goals.
- Received training for heritage works, glass fibre roofing systems and sarnafelt roofing systems.

**Site Project Manager**

**May 2007 – December 2017**

**Combination Construction Ltd, Ipswich Suffolk**

Steered office management activities and onsite management by leveraging IT skills to ensure operational efficiency. Implemented website administration and security; operated database applications in SQL and oversaw data management activities. Interfaced with clients, contractors, and local authorities. Controlled finance and budgeting functions and ensure proper documentation of project management activities using MS Office Suite including Excel.

**Key Accomplishments:**

- Managed office-based and onsite small and large works with values up to £500,000.
- Drove business transformation by transitioning from paper-based to IT systems; streamlined operations by consolidating IT systems including Microsoft Office, wired, and wireless applications.
- Oversaw execution of listed building renovations in addition to managing small works extensions and barn conversions.
- Obtained Higher National Certificate in Software Engineering with merit.

**Site Manager Assistant**

**April 2006 – May 2007**

**Higgins Homes, Old Newton Stowmarket Suffolk**

Provided onsite support to ensure the completion of construction projects in a timely fashion and within budget. Assumed role in the project development lifecycle of 29 timber-framed houses with new roads and infrastructure to support terrace, bungalow, detached, and semi-detached dwellings. Administered contractors' sign-in and induction. Enforced adherence to health and safety procedures by applying extensive professional training such as (but not limited to) conducting risk assessments, carrying out site HSE visits, and initiating toolbox talks.

**Key Accomplishments:**

- Obtained European Computer Driving Licence (E.C.D.L) qualifications and completed First Aid course.
- Delivered both social and purchased plots to customers and promptly addressed any new build issues.
- Managed call-off lists and delivery lead times for the whole project.
- Dealt with NHBC, architects, building control, contracts managers, employed, staff subcontractors and other stakeholders.

**ADDITIONAL EXPERIENCE**

**Freelance Project Coordinator, Residential Projects, Fire Safety, Fire stopping, Fire Door Safety, NHBC, Full Carpentry Apprenticeship, Residential Site management, Commercial Site management**

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**EDUCATION**

**Bachelor of Science Honours in Applied Computing (1<sup>st</sup>)**

Modules: IT Change Management, Dissertation Project, Web deployed Databases, Software Research and Development, Network Security  
UCS Bury St Edmunds Suffolk

**Foundation Degree in Computing and Networking**  
UCS Ipswich Suffolk

**City & Guilds in Carpentry and Joinery**  
Suffolk College, Ipswich

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## **PROFESSIONAL DEVELOPMENT**

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**NVQ 6 Black Mangers Card**  
Suffolk College, Ipswich Suffolk

**Risk Assessments CBRE**  
Safety Boss

**Permits to work CBRE**  
Safety Boss

**Work at Height CBRE**  
Safety Boss

**Excavation Awareness CBRE**  
Safety Boss

### **SMSTS Qualification**

Health and Safety at Work Act, Construction Design and Management (CDM) Regulations, Risk Assessments / Method Statements, Recent Changes in Accepted Working Practices, Behavioral Safety, Management of Occupational Health, Electricity, Excavations, Working at Height, Scaffolding, Demolition, Confined Spaces

**First Aid Qualification managers and supervisors**  
Qualsafe Level 3 Award in First Aid at Work

**Asbestos Awareness For Managers and Supervisors**  
Independent Asbestos Awareness Training

**NVQ Level 2**  
Suffolk Collge Joinery & Carpentry

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## **TECHNICAL PROFICIENCIES**

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Microsoft Office Applications

Computer Platforms

CAD

Database Design SQL

Systems Analysis

Virtual Programming

Software Development Java

Information Systems

Object Orientated Design

Adobe Suite (Photoshop, Illustrator, XD, Dreamweaver, XCode, InDesign)

## **HOBBIES & ACTIVITIES**

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Web designer, Snowboarder, Guitarist, Singer-songwriter,  
Weightlifting, Cycling, Running  
Music festivals