

Gregory Nelson, BSC(Hons)

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Construction Project & Site Manager

CSCS Black level 6 & 7, SMSTS, Temporary Works Coordinator, Hot Works, Fire Marshal, SEATS-certified professional with documented success in managing a wide range of projects, varying from fit-outs, schools, hospitals, civil works, and new builds to historical building restorations.

Leveraging 30+ years of experience in construction management, with full qualifications in risk assessments, permits to work, excavation awareness, working at height, asbestos awareness, and the Manager's Three-Day First Aid course. Demonstrable skills in heritage work, with strong expertise in period property restorations and renovations. Well-versed in developing method statements, risk assessments, and interpreting architectural drawings. An articulate communicator with a history of initiating inductions and toolbox talks to minimise health and safety risks and ensure team well-being. Proven track record of building and maintaining robust relationships with clients, contractors, and cross-functional teams.

AREAS OF EXPERTISE

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

ACCOMPLISHMENTS

- Oversaw the full project development life cycle of a £1.5M bespoke timber-framed building project.
- Managed sites for major house builders and commercial fit-outs for large facilities management companies.
- Acquired and cultivated strong health and safety procedural skills, as well as CSCS and NVQ qualifications.
- Completed numerous professional development courses for CBRE, enhancing project management expertise.
- Highly computer literate with a 1st Class degree, demonstrating strong technical skills in design, build, and adaptation.
- Project management trained in Asta Power project and Primavera 6.
- Applied for MCIQB membership currently awaiting review

PROFESSIONAL EXPERIENCE

Project Manager MBMS Bupa Colchester

March 2025 Present

A dedicated and organised Project Manager specialising in property maintenance services within the built environment. Responsible for planning, coordinating, and delivering reactive and planned maintenance projects across commercial and public sector estates. Skilled in managing subcontractors, overseeing compliance with building regulations K,L,H and P and H&S standards, and ensuring client satisfaction through clear communication and timely delivery. Experienced in asset life cycle management, condition surveys, and coordinating works with minimal disruption to operations.

Key Accomplishments:

- Used Asta power to manage, plan and record projects.
- Completed level 7 NVQ in senior management.
- Worked with client's QHSE managers and stakeholders to reach aims and objectives.
- Delivered excellent client relationship within the soft and hard services.

Site Manager KeepMoat homes

November 2024 March 2025

Responsible for all site activities, including checking and reporting Part L compliance for new-build documentation and KPI reports. Organising trades and plant operators at every stage of the new build, from groundwork to handover. Addressing fire containment issues with NHBC, resolving and checking CSCS cards, daily hazard briefings, quality control, hot works documentation, quantity call-offs from the program of works, fire alarm watch, first aid watch and site walk rounds.

Key Accomplishments:

- Used software to record, update, and close plots for Part L compliance.
- Engaged with QS, NHBC, stakeholders, and architects, updating CML stages.
- Worked with Haverbury Council on snagging and social housing handovers.
- Project management, FIDIC, Chapter 8 project management.
- Ensured onsite safety compliance through the GoContractor app.

Site Manager Kier Felixstowe

September 2024 November 2024

Responsible for inductions and tool box talks for all site operatives using biometrics. Duties include checking CSCS cards, daily briefings, quality control, quantity call off's, fire alarm watch, first aid watch and site walk rounds.

Key Accomplishments:

- Used knowledge of timber framing to work through design issues with timber frame erectors.

- Engaged with QS, site managers, architects and building control on daily basis.
- Done initial snagging in plots for handover and liaised with flat roofers over quality control.
- Kept safety records for all onsite gave tool box talks inductions and raised concerns over safety documentation.

Site Manager
AB GROUP Sainsbury's Ipswich

August 2024 September 2024

Responsible for overseeing AC engineers in strip down and replace AC units in back of house. Duties include checking CSCS cards, hot works permits, checking RAMS against daily tasks and following company procedures and handover process.

Key Accomplishments:

- Worked through issues with client on daily basis and engineers to rectify problems.
- Engaged with store managers to utilise work areas for engineers to work.
- Liaised with project managers, safety managers clients and engineers to transition constant work flow.
- Kept safety records for all onsite gave tool box talks inductions and raised concerns over safety documentation.
- Oversaw smooth handover and commissioning of AC units and documentation to clients and end users.

Site Manager
ICC Across Various Sites in Suffolk

July 2023 – July 2024

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.
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Site Manager
CBRE AXA Ipswich Suffolk

September 2022 – May 2023

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 Gluelam 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 subcontractor's 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

EDUCATION

Bachelor of Science Honours in Applied Computing (1st)

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

PROFESSIONAL DEVELOPMENT

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

Temporary Works coordinator CITB
SEATS CITB

Introduction to Astra Powerproject
Fire Marshal Training first
Hot works High Speed Training

SMSTS Qualification

Health and Safety at Work Act, Construction Design and Management (CDM) Regulations, Risk Assessments / Method Statements, Recent Changes in Accepted Working Practices, Behavioural 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 College Joinery & Carpentry

TECHNICAL PROFICIENCIES

Microsoft Office Applications
Computer Platforms
CAD, Astra power PMS
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

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