

Spencer Ede

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Personal statement

An experienced project and programme manager with over 30 years in construction, facilities, asset management and other service industries. I have experience in all aspects of project work, including systems development spanning from initial design and feasibility, through to completion. Familiar with managing KPIs, I have also line-managed teams of up to 30 people.

Key Skills

- Project management, Prince2 (Cascade), Certified Scrum Master (Agile)
- Managing and developing contracts & service-level-agreements,
- Estimating, surveying and invoicing,
- Communicating with stakeholders,
- Health and Safety, certified by IOSH, Managing Safely,
- A good working knowledge of Contract Law and Building Regulations,
- Practical, hands-on ability in multiple trades,
- Good knowledge of Microsoft Office (Word, Outlook, Excel),
- Business-process-mapping & Microsoft Project,
- Knowledge of web-based applications like WordPress.

Employment History

Project Manager

South East England (*April 18 – present*)

Freelance projects, using both agile development methods and traditional cascade or waterfall timeline

Estates Business Manager

Gildredge House School, Eastbourne (*Sept 17 – April 18*)

Responsibility for managing all estates services and processes, including statutory maintenance, health and safety and security for the Gildredge House premises. Undertaking all financial and organisational tasks associated with the role including liaison with school stakeholders. Providing effective line management to the Estates Team, including contractors.

Owner/Doer

Bike-Van Handyman, Eastbourne (*Aug 2011 – Sept 2017*)

Created and operated a maintenance and handyman service, using pedal-powered bicycles and trailers instead of vans. Through recommendations and repeat work, I did not need to advertise to get this work in over 6 years. This is a proud indication of my ability to build and maintain relationships over time. See www.BikeVanHandyman.co.uk

Strategy & Systems Manager

London Borough of Tower Hamlets – Building & Tech Services (*March 2009 to April 2010*)

My previous position with Tower Hamlets developed into this new role, and incorporated general business process management, mapping of workflows, management of data migration/creation, quality-assurance monitoring and data analysis. These duties encompassed the development of bespoke document management systems and an asset management database. The role also involved managing change between systems, especially when implementing the purchase ordering system. Statutory Maintenance; including training staff and reviewing the legal duties of the department, plus the formation of a Corporate Asset Register. Selecting the Corporate Schedule of Rates and contracts used by all departments including all building and Mechanical & Electrical activities. (Consultant)

Area Surveyor

London Borough of Tower Hamlets– Building & Tech Services (*August 2006 to March 2009*)

A self-reliant role overseeing and managing all Measured Term Contract work within a designated area, including both reactive and planned maintenance, all improvement and refurbishment works. Responsible for developing a variety of building projects within the local authority, primarily involving properties within the Children, Schools & Families Directorate. Here my role developed taking a lead creating a new asset management database and repository for statutory files. Public sector capital works programmes and reactive/planned maintenance & improvements with multiple internal council clients and reporting lines. (Consultant)

Senior Contracts Manager

Linbrook Services – Hackney Branch (Regional Office) – London (*March 2006 to July 2006*)

Responsible for 8 Contracts and service level agreements within the Social Housing arena averaging £3 million in turnover plus project-work up to £1.5 million. Overseeing 32 directly employed tradesmen, 12 office staff (including 3 Supervisors, 2 Surveyors, 1 Admin manager & 6 call-staff) and an extensive list of Subcontractors. All aspects of Commercial and Operations Management

Contracts Surveyor / Manager

Botes Maintenance Ltd. – London (*August 2004 to February 2006*)

Commercial management and operations, payments, staffing issues, disciplinary actions, cost reconciliations, KPI and preparation of reports, estimating/quantity surveying, special projects, aged debt issues, time project-management, health and safety management, site progress monitoring, quality assurance checks, procurement and evaluation of human resources / subcontractors, procurement of materials, plant and equipment, supervision of subcontractors, liaison and communications with all parties. Social Housing: temporary accommodation, void works, reactive maintenance, and out-of-hours services. Public Sector: Her Majesty's Department of Constitutional Affairs. Planned Preventative Maintenance. Programming and Reactive Maintenance.

Travel

Asia and Europe (*November 2002 to August 2004*)

Quantity Surveyor/Estimator

Give Hand Ltd. – London (*January 2002 to November 2002*)

Responsible for estimating and invoicing building maintenance and refurbishments to residential properties. Organising work teams to implement instructions from housing associations and making recommendations to them. Liaising with tenants and key housing workers on a daily basis to keep them informed of progress and general smooth running, ensuring that all standards are met according to contractual agreement and keeping accurate records of all work carried out. (Work carried out to occupied properties and voids, dealing with socially vulnerable people). Clients such as the Samuel Lewis Trust, and Family Housing etc.

Sub-contractor

AH Parker Ltd. – London (*April 2000 to January 2002*)

Responsible for multi-trade refits to high specifications in offices and commercial buildings Involved in all snagging and finishing of work, ordering materials, contacting site staff and facilities managers and supervising tradesmen on site. (Self-Employed) The main contractor's clients included Shell, IBM, Compaq, McKinsey, and Overbury etc.

Building Maintenance Team Leader

Central Trade Ltd. – London (*April 1996 to April 2000*)

Area supervisor for external / internal building maintenance, and void refurbishments (all trades). Involved in all aspects of building maintenance and refurbishments.

From school:

Self-employed – London (*November 1987 to April 1996*)

Multi-trade background with an initial apprenticeship served in slate roofing, and then internal refurbishments, moving on to supervision in all trades on site.

Education, Training and Certificates

Certified Scrum Master

Agil8 Agile Project Management (*May 2018*)

IOSH Managing Safely

Phoenix Health & Safety Training (*Feb 2018*)

First Aid at Work

Pro Training EU Ltd (*Jan 2018*)

Advanced Bushcraft Award (A-level Equivalent)

Woodcraft School (*July to September 2017*)

HNC in Technical Certificate in Surveying

University College of Estate Management (*September 2006 to July 2008*)

RSA Diploma, Counselling Skills in the Development of Learning

Waltham Forest College – London (*September 1997 to August 1999*)

Foundation Degree in Art & Design

Waltham Forest College – London (*September 1990 to June 1992*)

Full, clean Driving Licence (Since 1988)

Additional CPD training available on request

Interests and Hobbies

A community minded individual, I have been volunteering to support children and teenagers with the Woodcraft Folk since 2013. I am also a proud member of 'A Band of Brothers' in Eastbourne who create peer-mentoring programmes for young men who have been, or are in danger of becoming, involved in the criminal justice system.

In addition, through Chairing the Community Environmental Partnership for Eastbourne (CEPE) for several years I have been involved in the creation of several community projects that encourage things such as clean energy, local food production and supply-chains for sustainable living.

References

References are available upon request.