

## Kevin Flannery

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Competent construction professional, who has achieved exceptional results by responsible management of major refurbishment projects. Demonstrated knowledge of complex project delivery including store fit out and large store refurbishments, design, tendering, estimating, project management, contract administration and surveying. Projects have been consistently and successfully managed from initial feasibility stage right through to planning, tendering, site management and eventual refurbishment stage. A strong understanding of project feasibility, procurement, and project co-ordination.

I am now looking for the opportunity to further develop my potential in the construction industry, to assume a greater level of responsibility and the opportunity to progress my career. I bring a positive and enthusiastic approach to my role and my experience to date has given me the skillset required to take a further step in my development.

### PROFESSIONAL SKILLS

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Project Management | Branch Development | Accuracy | Attention to detail | Decision Making | Time Management | Relationship Building | Stakeholder Management | Analytical | Problem Solving | Collaborative Working | Critical Thinking | Communication | Health & Safety | Sustainability

### EDUCATION & QUALIFICATIONS

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<b>Irish Management Institute</b> IMI Mentoring Programme	<b>2020- 2021</b>
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<b>Dundalk Institute of Technology</b> BSc in Building Surveying Grade: Merit 2.1	<b>2008- 2012</b>
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<b>Society of Chartered Surveyors Ireland</b> Registered Surveyor	<b>2022</b>
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### CAREER HISTORY

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**June 2022 – Present | Head of Building Services**  
Grafton Group PLC

#### Responsibilities:

- Management of three direct reports
- Sustainable Development
- Preparation and management of multi-million-euro budgets on an annual basis
- Manage and co-ordinate branch refurbishment programme
- Internal & external stakeholder management
- Cross function collaboration with Commercial, Marketing, Operation, IT and Human Resources Departments
- In-house professional building surveying services
- Project management
- Branch Development and Business Implants

- Maintenance and repair services

#### **July 2017 – May 2022 | Project Manager** Grafton Group PLC

##### **Key Achievements:**

- Assisted with the roll-out of a major branch refurbishment programme for the Chadwicks Group which commenced in 2017, this has led to a major upgrade of both the building fabric of the premises but also a complete upgrade of the internal store layout providing an overall enhanced aesthetic of our store and a clear end-to-end customer journey. The refurbishment programme has won in two categories at the Fit-Out Awards 2020. This awards ceremony celebrates excellence, creativity, and innovation in the execution of world-class fit outs, as well as the people and clients who drive these projects.
- Assisted and managed the roll-out of a major upgrade of the property portfolios asbestos roofing. This includes the pre-planning and management of complex roof over cladding projects and the full removal and replacement of asbestos roofing, managed in live environments situations whilst ensuring limited disruption to the operation of the business.

##### **Responsibilities:**

- Liaising with Operations, Marketing, IT and HR teams to identify and define requirements, scope and objectives
- Preparation of detailed specifications, drawings and Tender enquiry documents
- Coordination and supervision of Main Contractors, sub-contractors and external consultants where appropriate
- Creating and maintaining comprehensive project documentation
- Ensuring compliance with current Building Control, planning and Health and Safety regulations
- Introduction of sustainability initiatives to the group's property portfolio
- Facilities Management collaboration
- Building Surveying services including Building Pathology and Planned Preventative Maintenance

#### **July 2014 – June 2017 | Property Manager** BNP Paribas Real Estate

Commercial Property Manager managing a diverse portfolio of properties including, office, retail and industrial assets.

##### **Responsibilities:**

- Preparation of annual service charge budgets, reviewing expenditure and reconciliation in conjunction with the management accounts department.
- Dealing with day-to-day management and maintenance issues associated with a diverse range of commercial properties.
- Arranging and overseeing refurbishment works, ensuring they are completed in a timely fashion and to a high standard.
- Regular liaison with tenants including meetings and onsite visits.
- Undertaking regular property inspections; identifying maintenance issues which require attention and reporting to the client accordingly.
- Complaining with all Health & Safety regulations and maintaining appropriate records.
- Implementation of service level agreements and co-ordination of PPM schedules.

## **April 2013 – June 2014 | Residential Property Manager**

### **Wyse Property Management**

My role as a Property Manager for Wyse includes acting as managing agent for five different owner management companies which include both residential and commercial developments.

#### **Responsibilities:**

- Preparation of Service Charge Budgets.
- Managing the collection of service charge arrears
- Advising on insurance matters and handling claims through the Management Company's broker.
- Book-keeping, accounting, maintaining bank accounts and reconciling statements.
- Preparation of reports for management meetings
- Liaising with auditors and issuing of Auditor's Report and Financial Statements to owners
- Liaising with the Management Company's solicitors and other professional advisor's.
- Arranging Routine Repairs and Maintenance of Common Areas and getting Board approval for extraordinary or capital expenditure.
- Arranging and overseeing maintenance agreements for lifts, plant and machinery, security including access systems, fire safety, emergency lighting etc. in compliance with Health and Safety Legislation.
- Attending Board of Directors meeting & Annual General Meetings.
- Overseeing and managing the administration on all developments.
- Dealing with specific breaches of House rules and breaches of covenant – Liaising with Lessee/Landlord in respect of such breaches.
- Dealing with local authority and adjoining property owners.
- Liaising with Surveyors/Insurers on buildings reinstatement valuations for insurance purposes.
- Project managing major upgrades, refurbishments and new works.

#### **AWARDS**

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##### **Fit Out Awards**

**2021**

Shortlisted for Fit Out Project Manager of the Year

#### **INTERESTS**

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Spending time with my family

Traveling and exploring new cultures

Cycling and adventure racing

#### **PROFESSIONAL REFERENCES**

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References regarding professional experience and academic achievements are available upon request.