**Curriculum Vitae.**

**Name;** Paul Steels, BSc (Hons), ACIOB.

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**Linkedin Profile;** https://www.linkedin.com/in/paulsteels1/

**Personal Profile;**

I am a mature, positive and hard-working individual, with over 25 years’ practical experience within the industry, including management, project and job organisation, and problem-solving. I am ambitious, self-motivated and aim to achieve the best results in all that I undertake. I take a positive and enthusiastic approach to all projects that I am involved in and a very flexible, accommodating and reliable individual with a very friendly, helpful and approachable personality. I also enjoy learning and consistently look for ways to improve my skills set and knowledge, so embrace any opportunity to learn and take on new skills and responsibilities where high performance and teamwork are key.

**Competencies and Key Skills**

I am methodical, organised and can absorb new information quickly and put it into practice. I am highly adaptable and can quickly adjust to all situations applying and implementing necessary change when needed. I have a keen ability to spot opportunities and find practical solutions to provide a professional quality service. Communication and observation have been key in my development and knowledge of the industry, I am confident in my own ability which enables me to work well under pressure. My manner is pleasant and approachable, with a positive mental attitude, being diligent and enthusiastic which is all part of my demeanor. This combined with my teaching and coaching abilities learned within the military setting has realised my aptitude to assist and collaborate with development within the workplace.

**Key Achievements:**

**Work Related,**

* Project management, from a supply change perspective, working with Elliot’s steel frame and Lewis decking systems for Modular Building systems based at Bridlington, Voslossh pre-cast works and the Bio-mast storage facility at Immingham (Associated British Ports).
* Development of a strategic perspective analysis report for the development of the ready-mix business with five out of the seven options put forward been implemented within the company.
* Product improvement through improved batching procedures at a manufacturing level.
* The successful conversion of site installation processes to newer more sustainable and innovate products that offer more practical on-site solutions.
* Increasing revenue through effective face to face interactions, marketing and the promotion of newer specialised construction products.
* The introduction of the Plant Product Support Role within Lafarge, which evolved into the Customer Service Representative for ready-mix technical and support.
* The idea for an interactive home software system, that allows its users to compare alternative and more sustainable solutions in Architect/Engineers designs, which has now been developed and currently in use within Tarmac CRH.
* The development of a national training package to introduce new employee’s that join the company to the construction industry, including the different processes and divisions within it.
* The successful development and progression of the Flooring Solutions installation division of Tarmac CRH.
* Coaching frontline managers attending the Chartered Management Institute (CMI) qualification.
* Working with flood victims in Hull to restore and refurbish their homes following the 2007 floods, offering innovative products via a complete supply and installation service that helped speedup the process for returning their homes to a functional living standard.

**Personal,**

* Part of a successful 5-week expedition to Nepal to summit the Mountain Kala Patthar in the Everest region, climbing to a height of 5580meters and also visiting Everest Base Camp.

**Further Education;** Bircham Newton Civil Engineering College (C,I,T,B), 1989/1990.

Doncaster College, 2007/2008.

Hull College of Further Education, 2013/2018

The Open University, (via Hull College), 2016/2018.

**Professional**

**Qualifications;** BSc Honours in Construction Management – 2:1

Subjects undertaken include;

* + - * Risk Management.
      * Strategic Project Management.
      * Management of Organisations.
      * Environmental Construction.
      * Dissertation - Why Has There Been a Decline of Quality Within the Construction Industry?

HND Diploma in Construction and the Built Environment - Distinction.

Subjects undertaken include;

* Applied Mathematics for Construction.
* Employability Skills.
* Personal and Professional Development.
* Project Design, Implementation and Evaluation.
* Research Project, (Design improvement for landfill sites).

HNC Diploma in Construction and the Built Environment – Distinction.

Subjects undertaken include;

* Design Principles and Application.
* Science and Materials.
* Health, Safety, and Welfare.
* Management Principles and Application.
* Construction and Maintenance of Buildings.
* Technology of Complex Buildings.
* Construction Law and Contracts.
* Environmental Impacts of Construction.
* Building Control, Procedures and Legislation.
* Group Project. (voted the best project by an independent panel of industry experts).

CITB Site Management Safety Training Scheme (SMSTS).

CITB CSCS – Managers and Professionals Health and Safety test – White Card.

City and Guilds

Supervisor – New Roads and Street Works Act – Pass.

City and Guilds, Civil Engineering Operatives

Consisting of the following components;

* Technical Studies Credit
* Practical Distinction
* Related Studies Pass

City and Guilds in Concrete Technology

* Concrete Practice Credit
* Concrete Technology & Construction Part 1 Pass

NVQ level 2 in Construction and Concrete Technology.

NVQ level 2, Mobile Plant Extractives Operator.

I have recently finished studying through the Open University via Hull College part time for the BSc Honours in construction management in sustainable construction and the built environment and currently studying for the MSc in Project Management. I am also an Associate member of the Chartered Institute of Building and currently working towards been a fully chartered member.

**Additional Qualifications;** **Military Qualifications**

SoRSA – Road Safety Audit.

General Data Protection Regulations Initial Instructor Training Course.

EPIC Mobile plant operator. Advanced Instructors Course.

All Lafarge Tarmac special products range. King George the 6th Leadership Course Commercial Skills Training Course. Conducting Range Officer.

Handling difficult situations on site. - Short Range.

Basic Health and Safety. - Long range.

Risk Assessment Foundation Course. - Electric target range.

Face to Face Health and Safety Training. - Dismounted close combat trainer.

Heart start - First Aid Trainer. Assault Course Supervisor.

AED (Automatic External Defibrillator). Drill Instructors Course.

Pre-Hospital Fracture Management. Detachment Commanders Course.

CLAIT. Computer Literacy and Information Mobile climbing wall supervisor.

Technology. Rock Climbing Proficiency.

Basic Fire Fighters Course. Rock Leader Training.

Commercial excellence Skills course. Single Pitch Award Training.

Competition Law and Compliance regulations. Summer Mountain Proficiency.

Verifi ready-mix quality control system. Indoor Climbing Centre, Local

Coaching and training course (CMI). Supervisors Award.

Full Driving Licence.

**Interests and Hobbies;**

In my spare time, I volunteered for 18 years’ as a Military Skills Instructor for both the Army and Royal Marine Cadets, in command of the running of a detachment teaching 13 – 18-year-olds. Including the organizing and running of progressive and safe training programs. The organisation and application of all associated paperwork to do with planning and running weekend training, staff and time management, keeping up to date records and ensuring that the cadets and staff in my charge were progressing.

I am also an active volunteer of both the National Autistic Society and a local charity ‘Life for a Kid’ that supports local children with special needs. Helping to plan and run white-collar boxing, rugby and football events to help raise money. I have also volunteered with the Inspiring the Future team and given both college and school presentations on the construction industry and helped with mock interviews for school leavers.

I also enjoy keeping fit, swimming, cycling, rock climbing, hill walking and the outdoors, including home DIY, general socialising, family holidays and travel.

**Career History.**

**July 2019 – current;** Hobson and Porter

**Job Title: Site Manager.**

Working on local contracts from refurbishments to new build civil engineering projects in and the East Riding of Yorkshire area.

* Highlighting potential specification and design issues before they affect the construction and development of the project and the build programme.
* Working with Architect and structural engineers to over design challenges
* Organising sub-contractors and trades people within the development
* Processing and completing all relevant Risk Assessments and Method Statements (RAMS).
* Co-writing and amending the construction phase plan to ensure all possible eventualities are accounted for
* Co-ordinating tasks on site to ensure that works are carried out safely
* Stock and materials ordering for site processes
* Site progress meeting and liaising with the project stakeholders to ensure all are fully up-dated on the progress of the development.

Currently managing a school refurbishment project in the East Riding of Yorkshire and set to move onto an Asbestos roof removal and reinstatement of an alternative roofing material once the current project is complete.

**April 2019 – July 2019;** Grass Concrete

**Job Title: Contracts Manager.**

National role working with many diverse main and sub-contractors, installing Sustainable Urban Drainage systems (SUDs).

* Spotting, pointing out and rectifying problems before the project progresses to far as to cause a problem at a later stage in the development.
* Checking all critical stages to ensure that the quality meets both the specification and the expectations of the client.
* Highlighting potential specification and design issues before they affect the construction and development of the project and the build programme.
* Advising on completion dates as work progress.
* Auditing, organising, co-ordinating and managing the company workforce including relevant training.
* Working with and advising contractors on current construction standards and offering alternative sustainable solutions.
* Processing and completing all relevant Risk Assessments and Method Statements (RAMS).
* Co-ordinating and managing current and future projects, including pre-start meeting and monitoring during their progression to help eliminate issues by problem solving to ensure that projects are completed on-time, in budget and to the specified quality.

Current project includes, Hampton Court and Mosley Rowing Club car park, King Edward Witney School, new car park. Flood alleviation scheme Pocklington, working in compliance with NEC contract procedures and checking that all standards are achieved in accordance with East Riding of Yorkshire Council’s proposed development plans.

**July 2018 – March 2019;** Hull City Council

**Job Title: Clerk of Works.**

Working with design engineers and design teams to ensure that the contract meets/exceeds the expected standards.

* Spotting, pointing out and rectifying problems before the project progresses to far as to cause a problem at a later stage in the development of the project.
* Checking all critical stages to ensure that the quality meets both the specification and the expectations of the client.
* Highlighting potential specification and design issues before they affect the construction and development of the project and the build programme.
* Checking for component clashes.
* Advising on completion dates as work progress.
* Auditing contractors/sub-contractor and reporting any unresolved concerns.
* Working with and advising contractors on current construction/BSi standards and offering alternative sustainable solutions.

Projects include section 38 and 278 works for a modular homes development within Kingston Upon Hull, the Kingswood housing development, Preston Road Hull new carriageway improvements, planning and overseeing the progression of the development, also the continuation of the Hull City centre development and improvement program, working in compliance with NEC contract procedures and checking that all standards are achieved in accordance with the Hull City Council’s proposed development plans.

**April 2001- June 2018;** Lafarge Tarmac from 2013, then Tarmac CRH from 2015.

**Job Title; Ready-mix Technical Representative.**

My dedicated and professional approach to this role led to the improvement of the regional sales of specialist products by 16.1%, through the successful improvement of specialist product manufacturing and installation, included;

* Training and advancement of company personnel by developing and running progressive training programs to maintain and enhance a professional approach to the manufacture and consistency of the specialist products.
* Positive coaching and face to face interactions, via continuous personnel development.
* Instrumental in the conversion of typical construction practices and products to more innovative and practical sustainable options.
* Working collaboratively with internal technical, distribution and production teams to ensure that products were produced and delivered on time, in full and invoiced correctly.
* Continuous development of company personal, to actively promote products.
* Training of on-site personnel to correctly install these products by transferring the coaching and teaching skills learned through the military to develop effective training and development programs.
* Adapting an academic project management tool methods into a positive sales tools to activitly promote the up-selling of specialist products.
* Heavily involved with improving employee engagement with Health and safety by developing a series of action plans to enhance and improve the approach to health and safety in a more proactive and positive way.
* Liaising and collaborating with many construction industry professionals, including; Architects, structural engineers and design and build teams regarding specification and design alternatives.
* Seeking out new projects, including the arrangement and co-delivery of CPD presentations, to Architects and construction professionals, highlighting and explaining the sustainable and environmental benefits of new and innovative ready-mix concrete and screed products.
* The organisation planning, and project management of these projects form a supply chain perspective, ensuring that the products were produced, delivered and installed to a high-quality standard.

Projects included working on many diverse projects including; Philips 66 (Immingham Refinery), Millennium Chemicals, Able/ABP ports, A180/A160 Immingham interchange, new jetty at Immingham minerals dock, M1/M18/M180 central vehicle safety barrier, IPort Doncaster, numerous steel/concrete frame factory/commercial units including the new Amazon distribution centre in Doncaster and the Siemens wind turbine factory in Hull including the installation of Mezzanine, Lewis and Hollow core decking systems. Also, various new housing developments throughout the North Lincolnshire, South Yorkshire and Humberside regions. Including the introduction of new and innovative materials and installation practices to national and SME contractors

**Distribution and Sales**

My success in mastering this role allowed me the opportunity to become more involved in the sales, marketing and distribution elements of the business, gathering and processing local marketing information, the taking, processing and planning of ready-mix orders to insure an expert service and full completion. This also gave me the opportunity apply my expertise within the construction industry by speaking to customers about their projects, understand their needs, and, with my technical knowledge and experience, help improve regional sales by finding practical sustainable solutions. My success in this role provided me with the skills and experience to be promoted into my next role.

**Plant Product Support**

This was the role that I came up with that included the same responsibilities as that of the technical sale representative role above but with a greater focus on the practical application of more sustainable solutions. However, this role was phased out during company cutbacks. I was then offered a role in distribution; I quickly learned this role and more of the commercial side of the business.

**April 2001 – 2013; Started working with Lafarge as a Field Technician**

I was involved in the sampling and testing of all ready-mix concrete products on many different construction based projects. Maintaining and monitoring the quality of ready-mix products and developing my knowledge of concrete products and their practical applications

My success in this role provided me with the opportunity to move up within the company, I was then promoted into the role of Plant product support.

**February 91 – October 91;** George Houltons Hull.

**January 92 – March 92;** F Hall & Sons Hull.

**September 93 – August 94;** Quibels Hull.

**July 2000 – October 2000;** C R Reynolds LTD.

**November 2000 – April 2001;** Wright Civils LTD

**Job Titles;** Ganger/Ground worker roles

Employed on several contracts in and around Hull, carrying out all aspects of civil engineering works and working on numerous new and existing road, industrial and commercial developments, including petrol chemical works (BP Saltend), bridge construction, concrete and steel portal frame unit construction, deep and shallow drainage, new housing development and hard landscaping These were all short term contracts for the above-listed companies, due to the economic environments and the ever-changing construction markets, I remained with Wright Civil’s until securing a position with Lafarge Ready mix.

**November 95 – June 96;** Foregales Hull.

**Job Title;** Steel fabricator.

Short term contract. Cutting and bending concrete reinforcement steel, site deliveries and helping to maintain all on site health and safety. I remained with the company until the contracts ran out.

**March 93 – June 93;** Fender Steel Scunthorpe.

**Job Title;** Steel fixer.

Re-construction of a railway bridge in Bridlington, including the reading of steel fixing drawings, setting out and fixing steel reinforcement in place, short term contract, I remained with the company until the contract ran out.

**February 89 – December 90;** R M Douglas Birmingham.

**Job Title;** Trainee/Assistant site Manager.

Worked on the development of a new helium gas refinery plant, working as a chain lad leveling and setting out. I was then recommended for a management trainee course, 12 months of which was spent at Bircham Newton CITB collage. On completion, I was placed on a project to develop a new sports facility, including a new swimming pool, squash/tennis courts and associated gymnasium, assisting the site managers with the delivery of the project. I remained with the company until being made redundant due to the recession before completing the course.