**Method Grid | Content Manager| Job Description v1**

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| **Job Title** | Content Manager |
| **Employer** | Method Apps Limited (trading as Method Grid; methodgrid.com) |
| **Salary/Benefits** | £30,000 – £55,000 dependent on experience |
| **Hours of Work** | 40 hours/week (flexible within: 0800-1800hrs UK office hours) |
| **Vacancy Type** | Full-time (six-month probation) |
| **Location** | This role will be based at the Bath HQ office with some flexibility for flexible working between office and home working modes - as flexibly depends on the business phase and current operational focus.  This to be agreed with the CEO on a regular basis but, indicatively, will be Tuesday-Thursday in the office with optionality on the Monday/Friday. |
| **Reporting To** | CEO |
| **Reporting Structures** | Direct to CEO |
| **Background to Vacancy** | Method Apps Limited is a young B2B SasS software company. Our solution (Method Grid) is an innovative platform that facilitates the capture of structured, repeatable best-practice grids and the harnessing of such grids as a project assurance/management tool in controlled environments (with a real focus on the engineering-construction sector).  The company was founded in Spring 2018 by four co-founders (who developed the product from its beta foundations in 2016). We now have multiple paying, tier-one paying companies (and a community of “searing advocate” users).  This is a new position created as a function of growth-enabling seed funding and with the focus on accelerating the development of the solution.  The candidate must also enjoy working with a great team of co-workers who embody the cultural values of: ***Team-to-Tribe*** (highly collaborative), ***Central Rock*** (client-centricity), ***Never Settle*** (never ending pursuit of excellence coupled with humility to recognise we never get there), ***Egos at the Door*** (take our work seriously but not ourselves) and ***Fast Craft*** (ruthless speed when it comes to product development).  You will work closely with the CEO, CRO and others in the team, to help build out, and maintain, a valuable industry-standard content library (framework grids) as additive to the value we deliver to our end-client licence holders.  You will have a sound understanding of assurance standards, codes and frameworks (as relevant to the controlled engineering-construction-build sector), experience in developing related, high-quality, end-user resources and a desire to join an ambitious, vibrant, early-stage SaaS company – as the “subject matter expert” in this field. |
| **Key Objectives/Job Activities** | **Design, Development and Maintenance of Structured Frameworks/Resources**   * Context - At the core of the Method Grid solution lies the concept of a grid (a structured framework or body of methodological resource. The ambition is to develop a bank of grid reference resources for our paying users (with a real focus on the engineering-construction-build sector). * In close conversation with our principal clients, to oversee the prioritised development of this grid template library i.e. to oversee the planned order of master grid development. * To lead architect “best-practice” reference frameworks in the Method Grid solution and to map/develop the constituent elements – with a rich array of content links and resources (e.g. guidance notes, tools/templates, visual schematics, videos, external links etc) as necessary to bring such content to life. * To maintain such reference grids as required to keep them contemporary with latest versions and recognised best-practice.   **Export POC and Stakeholder Management**   * Build relationships with key, relevant standards organisations in order to stay contemporary with latest standards/code development. * To be the POC for our users with respect to the deployment and the bespoke configuration/application of the grid (template) library resources.   **Related Product Development**   * To work closely with the CPO in the development of the *Method Grid Store* concept generally i.e. to conceive and create innovative new feature ideas for this aspect of the solution. * Subject-matter expert contribution into related research, benchmarking and best-practice collaborations with user companies. |
| **Key Competencies** | **Essential**:   * Sound working understanding in relevant engineering codes, standards and assurance frameworks; for example: * RIBA Plan of Work 2020 * Construction contract forms e.g. New Engineering Contract (NEC) Forms * BSRIA Soft Landings Framework * GRIP (Railway) * CADMID (MOD acquisition cycle) * MSP/Prince 2 (APM) * OGC * External cladding remediation (Grenfell) * Institute of Chartered Engineers (ICE)- relevant frameworks * Institute of Mechanical Engineers (IME)- relevant frameworks * Royal Institute of Chartered Surveyors (RICE) - relevant frameworks * BS ISO 9001:2015 Quality Management Systems * BS ISO 10014:2021 Quality Management Systems * Complex bid management methodology * Carbon net-zero (build into design) frameworks * Experience of authoring or contributing to the development of standards/frameworks for corporate use (e.g. quality/programme/project assurance, fire safety, net-zero carbon, BIM deployment, external cladding remediation etc.) * Good understanding of corporate assurance and quality management systems/processes (QMS) - and the interface with more detailed technical assurance processes and practices – in the context of the engineering-construction-build (controlled) environment. * Good working knowledge of the construction stages and key processes across different functions (i.e. bid, design, procurement, planning, commercial, Information Management, H&S, Environment, Quality etc)”. * Excellent “product development” skills – including multi-year development of high-quality guidance content, templates, resources in multiple file forms (e.g. Word, Excel, PowerPoint etc). * Excellent verbal and written communication skills – no or minimal quality oversight to work generated.   **Desirable**:   * Experience of working on quality/assurance relevant standards and/or working closely with an acknowledged, relevant standards-based organisation (e.g. CQI, ICE, RIBA, BSI (PAS), APM, PMI etc). * Experience within a project/quality assurance role within the context of an engineering-construction-build programme of work. * Thought leader in this knowledge area e.g. a contributor to a relevant standards committee and/or body of knowledge. * A good understanding of relevant legal references and best-practice reports e.g. Construction (Design & Management) Regulations 2015 (CDM2015), Hackitt Report etc. * Familiarity with technical assurance solutions – to help supervise the interface with this assurance capability (e.g. Bentley suite). |
| **Personal Qualities** | * High level of self-motivation and professional pride and autonomy * Real attention to detail with respect to authored materials * Well organised * Strong interpersonal and communication skills with ability to work collaboratively with customers and colleagues across various functions * Strong alignment to our core values <https://methodgrid.com/team-values/> |
| **Qualifications** | * Relevant chartered engineering or chartered construction qualification is highly desirable (or comparable experience years in a quality management role within an engineering-construction-build company) |
| **Proposed Start Date** | ASAP |
| **Applications** | To apply please email steven.webb@methodgrid.com |