

Job Description Form

Head of Pre-construction

Team

Genuine partnership is at our core.
We listen, we care, we work, and we celebrate together.

Inspire

We design and build high-performance workplaces that drive productivity and innovation.

Transform

We create transformational spaces in true collaboration with our clients.

Empower

We are empowered to do what's right for our clients and each other.

About Habit Action

Habit Action is a multi-award-winning workplace design and build specialist with a 40-year legacy delivering high-quality commercial fit out projects across London. We work with blue-chip occupiers and fast-growth businesses, combining design excellence with commercial rigour to deliver certainty of outcome. Our success is built on strong pre-construction, disciplined commercial thinking, and trusted client relationships.

The Role – At a Glance

As Head of Pre-con, you will own the commercial and pre-construction strategy for Habit Action's fit out projects. You will lead the front end of the business, setting pricing, risk, margin, and contractual approach to ensure projects are won on the right terms and handed into delivery with clarity and control. This is a senior leadership role with real influence over profitability, pipeline quality, and how the business grows.

Why Join Us?

- Leadership role shaping commercial strategy and margin
- Flagship Design & Build fit out projects (£1M–£10M)
- Direct exposure to C-suite clients, property directors, and consultants
- Golden-triangle-centric pipeline with repeat clients
- Clear progression and long-term management opportunity
- Effective team management with a focus on performance, engagement, and delivery

The Opportunity

We are seeking an experienced individual to lead pre-construction, design resources and commercial governance across the business. You will be accountable for cost certainty, risk management, bid quality, and commercial decision-making, ensuring projects transition smoothly from concept through to delivery. You will work closely with the Project Directors, Design, and Operations to ensure alignment between client expectations, commercial strategy, and delivery capability.

Key Responsibilities

- Own pre-construction from early engagement through to contract award
- Lead and own client pitches
- Set bid strategy, pricing, risk allowances, and margin targets
- Management of pre-con and design resource for each project
- Lead feasibility, cost planning, scopes, and pre-construction programmes
- Ensure design solutions are commercially compliant and buildable
- Take ownership of commercial performance and secured work
- Validate costings, programmes, and assumptions with Operations
- Drive value engineering while protecting quality and margin
- Maintain strong governance across contracts, change control, and cashflow
- Act as the senior commercial lead with clients, consultants, and supply chain
- Lead, develop, and set standards for the pre-construction team

What Makes You an A Player

- Proven experience in a senior commercial or pre-construction leadership role within Design & Build fit out
- Strong track record delivering and pricing projects £5M+
- Deep understanding of commercial property, office and lab environments
- Commercially authoritative, detail-driven, and risk-aware
- Comfortable operating at senior client and board level
- Consistently delivering assigned tasks and supporting team objectives on time and in full across all projects

Essential Skills & Qualities

- Highly numerate with strong commercial judgement
- Strong knowledge of JCT contracts, with experience reviewing terms and identifying contractual risks
- Excellent communicator and negotiator Process-led, structured, and disciplined
- Able to manage complexity and multiple workstreams under pressure
- Strategic thinker with hands-on credibility & Calm, confident leadership style
- Over 5 years' experience in team leadership role of 5 or more people

Package & Benefits

- Competitive salary (DOE) + company performance bonus
- Company car or car allowance, pension, private healthcare
- 20 days holiday plus bank holidays

