

Job Description Form

Senior Pre-Con Manager

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 Senior Pre-Con Manager, you will lead the early stages of high-value construction projects, ensuring a seamless transition from concept through to delivery. You will take ownership of planning, budgeting, design coordination, tendering and pre-construction activities, working closely with clients, architects, designers, Project Directors, Operations and the supply chain to ensure projects align with client expectations, programme and budget.

This is a pivotal role within the business, with the opportunity for the right person to progress into a Head of Pre-Construction position within 12–18 months.

Why Join Us?

- Clear progression pathway to Head of Pre-Construction within 12–18 months
- Senior role leading pre-construction activity on high-value projects
- Direct involvement with clients, architects, designers, Project Directors and supply chain partners
- Opportunity to lead and develop the pre-construction team
- Varied workload across multiple projects and opportunities
- Role with significant influence over cost, programme, design coordination and project readiness
- Opportunity to work within a business built around genuine partnership, collaboration and client-focused delivery.

The Opportunity

- We are seeking an experienced and driven Senior Pre-Con Manager to lead the early stages of high-value construction projects.
- You will be responsible for overseeing planning, budgeting, cost planning and design coordination, ensuring that projects are commercially robust and ready for a successful transition into delivery.
- Working closely with clients and internal stakeholders, you will lead pre-contract activity for new opportunities, manage feasibility and risk, develop cost plans and programmes, coordinate design and secure competitive supply chain pricing.
- You will also play an important leadership role within the pre-construction team, providing guidance and mentorship while managing multiple projects and tight deadlines.

Key Responsibilities

- Lead and manage members of the pre-construction team
- Own pre-contract responsibilities for new projects, tenders and pitches
- Collaborate with clients, architects, Project Directors and designers to define project scope and objectives
- Review project specifications, drawings and supporting documentation
- Lead feasibility studies, site assessments and risk analysis
- Prepare detailed cost estimates and cost plans
- Complete take-offs and value engineering exercises
- Produce specifications and scopes of works
- Produce pre-construction and pre-sale construction programmes

- Liaise with the supply chain and subcontractor network to obtain competitive and cost-effective pricing
- Validate costings and programmes with Operations
- Liaise with Design throughout the costing process and ensure designs are compliant
- Provide guidance to Design on finishes budgets
- Act as the primary client contact throughout pre-construction
- Present costs and data confidently to both small and large customer groups
- Provide clients with regular updates on progress, challenges and proposed solutions
- Ensure client expectations remain aligned with project deliverables
- Manage multiple projects and competing deadlines effectively
- Ensure all pre-construction deliverables are completed in accordance with project milestones
- Ensure the timely and complete handover of all relevant information to Operations once an order is secured
- Ensure amended JCT contracts are validated by Operations before signing
- Work collaboratively across departments to achieve management objectives and targets
- Train, mentor and develop junior members of the team

What Makes You an A Player

- Proven experience in construction management, estimating or pre-construction
- Minimum 5 years' relevant experience
- Proven experience working for a Design & Build company within the UK property market
- Experience within commercial property, specifically office environments
- Experience working on £5m+ projects
- Strong understanding of the Design & Build process
- Demonstrable ability to manage multiple projects simultaneously
- Proven ability to lead teams and manage multiple stakeholders
- Strong commercial and analytical capability
- Experience preparing accurate cost plans, estimates and pre-construction programmes
- Client-focused approach with the confidence to present costs and data to customers
- Full UK driving licence, preferably clean
- Willingness and ability to travel to project locations for meetings and inspections

Essential Skills & Qualities

- Strong understanding of construction processes, codes and regulations
- Strong cost planning, estimating and budgeting capability
- Knowledge of pre-construction and tendering processes
- Excellent verbal and written communication skills
- Strong problem-solving and decision-making skills
- Proven leadership and team management capability
- Highly organised with the ability to manage competing priorities and deadlines
- Strong attention to detail and accuracy
- Collaborative approach with the ability to work effectively across departments
- Commercially aware and focused on achieving best value
- Strategic and detail-oriented approach to planning and project delivery
- Proficiency in project management, estimating and scheduling software, including tools such as AutoCAD, Procore, Primavera P6 and Microsoft Project

Package & Benefits

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