

CIOB Awards Ireland 2022: Construction Manager of the Year

Application FAQs & Guidance Notes

Please find below information on how to complete the CMYA entry form, which can be found at the bottom of <https://www.ciob.org/events/ciob-awards-ireland>. This document will explain what you need when filling out the form. If you have any questions which aren't answered here, please contact Niamh Webbley-O'Gorman on nwebbley-ogorman@ciob.org.



Getting to know you: answers to general questions about CMYA

Who should enter?

CMYA Ireland is open to all construction managers whether they are site based or not, multi-site contracts managers, retail project managers, consultancy-based managers responsible for multiple clients or projects, this is inclusive of elements of a project such as a subcontract package. The nominated individual is required to have demonstrated excellent management skills throughout the construction phase.

What will the judges look for?

Evidence of outstanding management skills in:

- Pre-contract phase
- Design & risk management
- Contract planning
- Technical ability
- Financial control
- Health, safety and welfare
- Communication & team work
- Leadership
- Relationship with stakeholders
- Quality control
- Project closeout

Who will judge the awards?

Corporate Members of the Chartered Institute of Building with specialist knowledge of the management of construction projects, including previous award winners.

Are there any restrictions on who can enter?

No. The CIOB is a proud supporter of diversity in the construction industry and

welcomes entries to CMYA Ireland from all construction managers. The awards are made to individuals for their work, not for the project itself. Entries are welcome from managers of any construction project employed by companies of all sizes.

Another award. Why bother?

CMYA Ireland is not like any other awards. Our in-depth judging process ensures that the calibre of winners is consistently high. They showcase the best of the best talent in Ireland and have real prestige.

Our marketing department is very small. How can we compete with bigger rivals when compiling entries?

CMYA Ireland is not about fluffy marketing. Our judges are concerned with the skills and talents of the individual. That's why they visit every short-listed site and take time to understand the challenges and environment in which the construction manager had to work.

I'm not a member of CIOB. Am I eligible to enter?

Absolutely. CMYA Ireland is open to construction managers of any project that was completed within the specific time frame. On average, roughly half of our entrants are non-CIOB members.

Who is this competition open to?

The competition is open to construction managers with overall responsibility for delivery of construction projects. This includes managers of individual subcontract packages.

My company is very small and the contract was very small. Is it worth me entering?

Yes. Entries are welcome from managers of any construction projects employed by companies of all sizes. Our judges recognise that construction managers of small projects will face very different pressures to those on large projects.

**Important notes about your CMYA application****Entry conditions**

1. These Awards are concerned with excellence in construction management.
2. The Awards are intended for individuals, therefore joint nominations, e.g. for outstanding teamwork are not permitted.
3. The adjudication will take particular note of the achievement of quality commensurate with the specification for the project.
4. Nominees should be individuals responsible for the management of projects completed between **1st February 2019 and 10th September 2021**.
5. Awards may be made for the management of any type of construction project.

6. Nominations must be made through the online form. If you are having issues accessing or completing the online form, please contact Niamh Webbley-O’Gorman on nwebbley-ogorman@ciob.org.
7. Candidates may not nominate themselves.
8. Nomination forms must be completed in full and give sufficient information to enable the adjudicating panel to assess merit.
9. Confidentiality will be observed in respect of the information associated with this nomination form
10. Judges reserve the right to accept or reject entries; not make an award; and to reassign category boundaries and entries.

NOTE: It cannot be over-emphasised that the judges are interested in the managerial skills of the nominee. Their decisions are final and binding and no discussions or correspondence will be entered into relating to any of their decisions.



Guidance for completing your CMYA application

What you will need to include in your application:

- The name and contact details of the person nominating the applicant. This might be, for example, the nominee’s manager, the client / client representative, or a member of the design team.
- The name, contact details, and citation of an independent referee. This might be, for example, the client / client representative, or a member of the professional team.
 - The citation should be no more than 500 words, signed by the referee, on the referee’s company notepaper, and should explain why the nominee is deserving of consideration.
- Details of the project, including:
 - The client
 - Form of contract
 - Tender and final value of contract
 - Commence and completion dates
 - Project length
- Project report (please see below for specifics)
- Images:
 - Site layout plan and site location map including full address and postcode
 - 10 high resolution images of project stages (min 1200 pixels x 800 pixels), including at least three different images of the completed project
 - High resolution head and shoulders image of nominee (min 1200 pixels x 800 pixels)

Requirements for project report

The questions below should be detailed in a project report format. The information you provide should allow the judging panel to gain an overall view of the project and your level of responsibility within the project cycle.

1. Explain your involvement within the pre-contract phase of the project? Provide examples as applicable. *Max 300 words.*
2. Explain your position within the organisation of the team pre-contract? Including your position within the team. Please include tender information if available and an organisation chart. *Max 300 words.*
3. Explain how you were involved in the programming of the project, inclusive of construction programming? Include examples and construction programmes. *Max 300 words.*
4. How did you manage innovation and value engineering? Explain some of the issues and initiatives? Provide examples where applicable. *Max 300 words.*
5. How were your relationships with the external project team? Including the client, and consultants? *Max 300 words.*
6. Explain the technical difficulties that you came across whilst on the project? Were there any design management processes that were required throughout the build? *Max 300 words.*
7. Did you control the financial elements of the project? Please include cash flow charts where possible and financial information. *Max 300 words.*
8. How did you manage the quality of the project and the practical completion? *Max 300 words.*
9. Explain your health, safety and welfare on site including RIDDOR (UK) or Health and Safety Authority (Ireland) statistics? Provide examples where applicable. *Max 300 words.*
10. Did you make any impact on the local area? Including sustainability initiatives on site and within your local environment? *Max 300 words.*
11. Explain the biggest challenge that you came across on the project? *Max 300 words.*
12. Why do you feel you should be Ireland's Construction Manager of the Year for 2022?

Saving your application

You do not have to complete your application in one sitting. You can complete part of it, save it, and return later to complete it. There is a save button at the bottom of each page. When you click it, a pop-up will appear. If you have a JotForm account, you can log in. If not, you can set one up. If you would prefer to not create an account, choose that option and you can input an email address. A link to the partially-completed application will be sent to that email address. When you are ready to complete more of your entry, click on the link and you will be brought to your application.

There is no limit on how often you can save and return to your application.

Your application will not be submitted and received by CIOB until you hit the 'submit' button at the very end. Partially-completed/saved applications will not be accepted as entries.

Please note that, when returning to your partially-completed form, you will be taken to the JotForm website, not the CIOB website. The background will look different but the questions will be the same.



Thank you for your interest in CIOB Awards Ireland's Construction Manager of the Year. If you have any questions not covered here, please contact Niamh Webbley-O'Gorman, Regional Manager – Ireland, on nwebbley-ogorman@ciob.org.

Good luck! 🍀