

## **Guidelines for Project Manager Vacancy**

**Job Title:** Project Manager

**Place of work:** UK Sites

### **Primary Purpose of Role**

The Project Manager has overall responsibility, authority and accountability for successful execution of the project, within the boundaries defined by the company's authority limits, or as delegated by his/her Business Operations Director.

The Project Manager must manage the project and or contract/subcontracts in a safe and productive manner, and achieve project completion on time and to maximise the commercial return to the company whilst maintaining good client relationships.

### **Major Duties & Responsibilities**

- Management and control of all aspects of the Project/Contracts as assigned by the company.
- Planning of the works to ensure maximum efficiency and protection of the commercial position.
- Maximise productivity by clear direction and control of the project team and all resources.
- Manage safety on the project, ensuring compliance with all legal and company procedures, and promoting a positive and proactive attitude to working safely at all levels.
- Working within the company's ISO 9001:2000 quality systems, ensure all engineering and construction activities are supplied to meet the Contract's requirements, including all appropriate contract specifications.
- Ensure all project and test documentation is correctly produced
- Compile and issue all necessary cost and schedule progress reports in line with company procedures
- Maintain full awareness of the total commercial position of the project at all times, ensuring delay/disruption and variation issues are managed in an appropriate and timely
- He/she will manage the construction supervision; engineering and labour force in such a manner that, the contract is completed to client's satisfaction and target profit margin is met or exceeded.
- The Project Manager is responsible for the safe execution of all works and activities on the project, by both direct and subcontract trades or staff. He/She must keep up to date with all current industry applicable safety legislation and company procedures

### **Key Skills required**

- Must have relevant professional /vocational qualification
- Must have extensive experience in the construction contracting industry preferably with 5 years in a Commercial Management or Construction Engineering position.
- Must be fully conversant with all current HSE legislation appropriate to the construction industry, and a comprehensive understanding of quality systems to ISO 9001 standards.
- Must have a proven track record in Industrial Relations and motivating a project team.