

ROLE PROFILE

Function	Construction	
Job Title	Project Manager	
Grade	M2	
Reporting Lines	Reports to	Contracts Manager
	Direct Reports	Site Manager/ Assistant Site Manager/ Trainees/ Operatives

Aim of the role

As a Project Manager you will be responsible for overseeing the site teams and the day to day running of the site, alongside the other functions within the regional business

Responsibilities and Duties

- Project Manage all phases of the project from contract award to close out, to meet all contractual requirements
- Ensure projects are safely delivered on time, to budget and achieve the highest levels of customer satisfaction
- To implement and comply with the SHE policy and procedures, all legal requirements and best practice within the company, including regular safety inspections within the allocated business area
- Monitoring and communicating project financial performance and administration for all assigned projects, investigating any adverse trends
- Develop and implement the site business plan
- Contribute to the development of the business area budget and reforecasts
- Control the costs and utilisation of staff and equipment
- Identify project risks and manage these through effective mitigation measures
- Carry out site safety tours, toolbox talks and accident investigations
- Act as a point of contact, managing relationships with all stakeholders, consultants and service providers

Knowledge Skills and Experience

- Must have a proven ability to use Microsoft Word, Excel, PowerPoint and Outlook efficiently
- An excellent communicator with the ability to maintain relationships with clients, customers and suppliers
- Self-motivated and able to work in a multifunctional environment
- A team leader with the ability to manage performance of teams and direct reports
- Organisational skills and exceptional attention to detail
- Commercial and contractual awareness
- HNC/HND in an engineering related discipline is desirable
- Hold a Full UK Driving Licence
- Current SMSTS

Our Values	
Collaborative	Act as one team Communicate Assume everyone has the best intentions Find a shared solution
Trusted	This starts at the top Ensure everyone feels valued Say what you mean, do what you say Be open and honest
Focused	Make sure we deliver Be present in the process Be thorough and disciplined Understand the end goal