

Job Description

Job Title: Project Manager
Department: Newry
Reports to: Contracts Manager

SUMMARY

Responsibilities of the Projects Manager include the financial and operational planning, monitoring and control of allocated Newry MEICA Projects, ensuring compliance with all Health, Safety, Environmental and Quality internal and external requirements and overall, implementing the Company's procedures and objectives. The Project Manager will also be responsible for the allocation of resources to all allocated projects. The Projects Manager will serve as the overall contractual contact for customers and will liaise closely with other departments of the Company to ensure efficient delivery of Projects to the satisfaction of the customer while meeting Company performance objectives. The Projects Manager will be responsible for maintaining and building on existing relationships with clients and their teams.

Completes assigned activities under general direction of the Contracts Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Health, safety and environment

- a. By example, set the highest possible standards of leadership in promotion of HS&E planning and performance, procedures and best practice, ensuring full compliance with Company procedures and legal obligations
- b. Liaise closely with the Company's QHSE Manager to regularly review plans and performance and seek professional guidance when needed
- c. Allocate HSE responsibilities and duties for site personnel, check understanding and organise training as necessary
- d. Ensure projects are managed in compliance with the CDM Regulations
- e. Maintain and manage construction sites and subcontractors, ensuring all subcontractors and suppliers follow the Company's procedures and processes
- f. Undertake regular Site Safety Audits / Inspections
- g. Oversee and ensure that HSE related documents are kept up to date, submitted and filed appropriately.
- h. Liaise with third parties as required to ensure compliance with all standards, legislation, regulation and best practice

2. Operational

- a. Effective direct management of the delivery team to meet all performance and compliance requirements, regularly set and monitor individual performance objectives

- b. Responsible to achieve budget gross margin for allocated Projects; manage risks and opportunities to deliver improvements where possible
- c. Liaise with other members of the Contracts Team to ensure timely delivery of projects
- d. Plan Projects ensuring they are programmed to a level of detail necessary to meet contract / sub-contract obligations and for site operations. Implement means of project planning, programming, control and risk management
- e. Maintain an effective system of contract management.
- f. Ensure procurement is carried out in accordance with Company procedures to best value and to prevent delays
- g. Optimise cash flow for the Company
- h. Working with site management ensure site team compliance with Company policies and procedures
- i. Attend in person allocated tender handover meetings and deliver pre-start meetings to the contract / sub-contract delivery team and site team
- j. Assist Contracts Manager to ensure plans and forecasts are in place and monitored and formally reviewed monthly with the Company's Finance Dept for the successful commercial delivery of all Projects
- k. Produce and analyse progress reports, updated costs and forecasts & KPI's
- l. Ensure effective commercial engagement of subcontractors and suppliers to manage risk and performance and provide feedback to contracts and tender teams
- m. Implement risk management, review risk/early warning register and check risk controls
- n. Create and update schedules required to deliver the projects and ensure timely submission to the client
- o. Review Projects for change and risk at least monthly with the delivery team, implementing necessary actions with the customer and the supply chain in accordance with the terms and conditions of the contract / sub-contract
- p. Formally brief the delivery team on contract / sub-contract particulars for initiation and completion of works to meet all contractual and customer satisfaction obligations
- q. Ensure weekly operational review of progress, budget resources and forward planning are carried out and look-ahead programmes are in place
- r. Chair and attend internal and external meetings and ensure the production of accurate records of any discussions and actions
- s. Work with the Process / MEICA Designer & Civil Designer(s) to ensure timely management of both temporary and permanent design to meet the requirements of each project
- t. Report any recurring warranty problems and where necessary produce reports for submission to the Technical department.
- u. Close Projects in accordance with terms and conditions and effectively manage the defects period for ongoing risk to the Company

3. Quality

- a. Ensure that project ITPs and / or Quality Plans are produced as contractually required or considered necessary to manage specific risks
- b. Establish and promote best practice in Quality management
- c. Liaise closely with the Company's QHSE Manager to regularly review plans and performance and seek professional guidance when needed
- d. Work with senior management to improve project execution and drive efficiency

4. Customer relations

- a. Build and maintain constructive relationships with all customers & other stakeholders
- b. Chair and lead meetings with the customer and report on progress to date
- c. Ensure that works are carried out in a manner minimising community impact

5. Other

- a. When needed mentor less experienced members of the team
- b. Support the Contracts Manager to review contract terms and conditions, specifications and other data and information
- c. Undertake compliance with the requirements of any customer Framework Agreement in conjunction with the Management Team
- d. Deputise for the Contracts Manager when required
- e. Support the Key Account Managers and Proposals Engineers to develop new business when needed
- f. Other duties may be assigned as required.

ESSENTIAL PERSONAL REQUIREMENTS

1. Extensive operational and financial experience of managing Projects within a water industry environment
2. Good working knowledge of NEC 3 & 4 contract conditions, CDM regulations, design management, programme and risk management and cost control including forecasting, actual cost and value reporting
3. Experience and use of MS project / Primavera P6
4. Excellent skills with use of ERP system(s)
5. Excellent skills in MS suite of Word, Excel, Powerpoint, Teams. Capability to quickly develop skills in other software
6. Good knowledge and use of the latest NEC 3 & 4 contract for Early Risk Warning and Compensation Event mechanisms
7. Appropriate Health & Safety qualifications eg IOSH / NEBOSH
8. Excellent people management skills with the ability to influence and mentor

9. Excellent verbal and written communication skills with customers, supply chain, all stakeholders, including all levels of staff
10. Excellent problem solving skills and analytical thinking

LEADERSHIP/SUPERVISORY RESPONSIBILITIES

Management of the human resources within allocated project delivery team & subcontractors, including upkeep of training requirements

Support Contracts Manager to assign work and objectives to individuals in the allocated delivery team.

Support Contract Manager to regularly assess individual performance against objectives and set new objectives in line with overall contract / sub-contract obligations and Company goals. Implement performance action plans as required for underperformance

COMMUNICATION SKILLS

Ability to respond effectively to sensitive enquiries and complaints.

Ability to understand and both read, write and converse in English and at advanced level.

Must be able to communicate verbally and in writing on a technical level.

Must have demonstrated interpersonal and customer relations skills.

INDEPENDENT JUDGMENT, DECISION MAKING & PROBLEM SOLVING:

Ability to make decisions and solve problems using independent judgment in situations requiring the use of multiple variables in complex non-standard situations.

Operates with wide latitude for un-reviewed actions and decisions requiring independent judgment having direct impact on the company.

OTHER SKILLS AND ABILITIES

- **Mathematical Skills:** Ability to apply advanced mathematical equations to a variety of complex, non-standard situations.
- **Travel:** Occasionally travel is required to locations nationally and internationally which may involve trips of up to 5 days duration.
- **Other:**
 - Will need to be financially astute with understanding of profit and loss margins;
 - Ability to read and understand specification, fabrication, erection, and standard engineering drawings;
 - Knowledge of machining, fabrication, and assembly techniques;
 - Knowledge and understanding of Commercial Terms & Conditions and Contract Law – NEC4 Training advantageous
 - Educated to Degree/HND level or equivalent in an industry related discipline



- Flexibility to work across all days of the week to take into account Company and customer requirements.
- Attend training courses as directed by the Company

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is likely to visit wastewater treatment works, pumping stations, water / sewerage mains infrastructure, water treatment plants and supply chain manufacturing / assembly premises in the normal course of employment in the role.

Date Prepared

June 2021

Approved by Line Manager

Date

Signed by Employee

Date