

ROLE PROFILE

Job title	Electrical Project Manager	Reference ID: W13102
Location	Plymouth	
Reporting to	Regional Director	

PURPOSE STATEMENT

Working closely with the Regional Director and Operations Manager, have responsibility for the profitable management and delivery of projects & Statutory obligations to customer satisfaction by delivering on time, to budget and meet both quality and safety standards.

KEY ACCOUNTABILITIES

Financial / Commercial

- Deliver a Project Management role as client agent
- Deliver the cash and profit expectations of the project(s) under their management
- Keeping the Small Works Manager fully aware of the project progress and ensuring immediate notification of any delays, adverse trends or problems needing senior management response
- Chair a monthly contract review meeting and issue notes
- Maintaining accurate records of communication and job progress
- Monitoring the nature and volume of any defects reported and ensure all justifiable complaints are speedily responded to and resolved
- Organising and conducting planning and programming activities and Statutory Obligation techniques that improve productivity and ensure compliance.
- Agreeing Company's programme with the Client
- Ensuring prompt preparation, submission and agreement of the client invoices.
- Produce the CRS report in conjunction with the QS
- Maintaining a close working relationship with the Project Surveyor, ensuring all commercial aspects are jointly received and acted upon
- Analysing all possible opportunities to improve purchasing arrangement to effect contract savings
- Monitoring and controlling the level of additional variation work, ensuring prompt submission of associated estimates, receipt of instructions and that the work is properly controlled, recorded and paid for, including the appropriate contribution to overhead and profit

People

- Ensuring Project and Site Teams are adequate and suitably qualified to undertake their duties including all Health & Safety requirements.
- Ensure Project and site teams are fully aware of and clearly understand contracted commitments and entitlements and that each member understands their range of duties and responsibilities and the results required of them
- Motivating and managing the Project and Site Teams to ensure a high level of performance in delivery and H & S.
- Monitoring site conditions and inter-company/personnel relationships to ensure contract performances are not adversely affected through poor relationships or working conditions
- Maintain a close and professional working relationship with client's/contractor's representatives

Customer Satisfaction / Business Development

- Keep the clients regularly informed and ensure client expectations are managed
- Ensuring the contract hand-over phase is adequately conducted, in accordance with the Company and/or client procedure

Resource Management

- Organising and conducting planning and programming activities and techniques that maximise productivity
- Ensuring planned site activities are efficiently carried out, with particular attention being given to the planning and control of labour resources and storage, control and utilisation of materials
- Ensure all resources are available and maximised to deliver the project on time, to specification and quality, efficiently and professionally

DIMENSIONS

- To manage single minor works projects of up to £3 million and smaller schemes.
- This role may well only manage the Mechanical or Electrical aspect

TECHNICAL SKILLS / KNOWLEDGE

- A proficient knowledge of health & safety and Environmental legislation
- Essential to have project management experience in multi-discipline contracts and be capable of managing the data flow process
- Will have managed relevant health & safety courses
- Wide site management experience
- Have appropriate building service industry experience
- Knowledge of construction contracts and procedures
- A Project Management qualification
- An Engineering qualification
- Ability to interpret engineering specifications and drawings
- Good negotiation skills
- IT skills

PERSON SPECIFICATION

- Results Driven
- High level of communications, control, organising, motivational and management skills
- Essential to have excellent understanding of Councils systems and procedures
- Proactive and committed
- Collaborative and Team-based – Ability to delegate
- Leadership – Lead by example, demonstrate trust in the team
- Expertise in role
- Good communication skills

Lorne Stewart Plc is an equal opportunities employer. Closing date: 7 December 2021
If you are interested, please email your CV with the following reference number W13102 to recruitment@lornestewart.co.uk