

### Role profile

<b>Job title</b>	Project Manager	<b>Reference ID:</b> W12769
<b>Location</b>	Wynyard	
<b>Reporting to</b>	Operations Manager	

### Purpose statement

Working closely with the Senior Project Manager, responsible for the profitable management and timely delivery of projects to customer satisfaction

### Key accountabilities

#### Financial / Commercial

- Ensure all resources are available to deliver the project on time to specification in a safe and controlled manner
- Deliver the cash and profit expectations of the project(s) under their management
- Keep the Project Manager fully aware of the project progress and ensure immediate notification of any delays, adverse trends or problems needing senior management response
- Chair a monthly contract review meeting and issue minutes and actions
- Ensure Client, Professional Team, Main Contractor, Sub-Contractor and suppliers are kept aware of agreed programme dates and progress
- Organise and conduct pre-construction planning and programming activities and construction techniques that improve productivity
- Maintain accurate records of communication and job progress
- Monitor the nature and volume of any defects reported and ensure all justifiable complaints are speedily responded to and resolved
- Ensure prompt preparation, submission and agreement of the final account
- Produce the Contract Review Sheets report in conjunction with the Quantity Surveyor
- Assist in the preparation of cash flow forecast
- Maintain a close working relationship with the Project Surveyor, ensuring all commercial aspects are jointly received and acted upon
- Analyse all possible opportunities to improve purchasing arrangement to effect contract savings
- Monitor and control the level of additional variation work, ensure prompt submission of associated costs, receipt of instructions and that the work is properly controlled, recorded and paid for, including the appropriate contribution to overhead and profit

- Prepare and monitor in conjunction with the commercial team, client and or principle contractor the construction programme, when necessary update and be prepared to produce short term look ahead and completion programmes
- Prepare and monitor a complete project labour histogram
- Prepare and monitor a procurement plan and where applicable with the assistance of the procurement department target cost against estimate
- Set up project related incentive schemes
- Organise and conduct pre-construction planning and programming activities and construction techniques that maximise both productivity and profitability
- Ensure 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 and accountability
- Take responsibility and accountability for the complete management of the cost base

#### **People**

- Ensure 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
- Motivate and manage the Project and site teams to ensure a high level of performance
- Monitor site conditions and inter company/personnel relationships to ensure contract performances are not adversely affected through poor relationships or working conditions
- Keep line management informed regularly as to all aspects of the project's progress

#### **Customer Satisfaction / Business Development**

- Keep the clients regularly informed and ensure client expectations are managed
- Ensure the contract hand-over phase is adequately conducted, in accordance with the company procedure
- Introduce and manage innovative, cost effective and value adding engineering solutions to secure repeat business by delivering excellence
- Develop business relationships through networking with existing and potential clients, competitors and suppliers

#### **Corporate Policy / Procedure**

- Implementation and maintain Lorne Stewart values
- Conduct ethical and equitable business practice in line with these values
- Implementation all relevant and appropriate company policies and procedures
- Manage and administer the Company's Control Procedures

#### Technical Skills / Knowledge

- An Engineering or Project Management qualification and relevant experience
- Project Management experience in multi-discipline contracts and be capable of managing the data flow process
- Wide site management experience
- Demonstrable appropriate building service industry experience
- Knowledge of construction contracts and procedure
- Relevant health & safety certification
- Ability to interpret engineering specifications and drawings
- Good negotiation skills
- Proficient IT skills
- Proven track record in profitable delivery whilst maintaining corporate policy and procedure
- Sound knowledge of health, safety and environmental legislation with ability to monitor and implement safe working practices

#### Qualifications / Personal Specification

- Establish professional with a proven track record of delivery
- Results Driven, adopting a can do approach to delivery
- High level of communications, control, organising, motivational and man management skills
- Proactive and committed
- Able to prioritise and therefore maintain and work to strict deadlines
- Demonstrates a collaborative and team based approach to the role
- Able to lead by example, and demonstrate trust in the team

**Closing date: 1st April 2019**

If you are interested, please email your CV with the following reference number **W12769** to [human.resources@lornestewart.co.uk](mailto:human.resources@lornestewart.co.uk)