

# PROJECT MANAGER JOB DESCRIPTION

## Objectives / Scope

Management of key customer projects, and delivering all aspects of the project execution

- Scope, specification and effective variance management
- Quality, risk management and mitigation
- Internal and external stakeholder management from enquiry to delivery
- Project reporting against quality, financial and schedule criteria

## Main Responsibilities

- Primary interface between the company and the customer post contract award
- Delivery of projects on time, within budget to meet all scope and quality constraints
  - Develop and manage project plans within the business, detailing all phases from kick off to delivery
  - Maintenance and monitoring of plan delivery and resolve any issues or barriers that arise
  - Ensure that all processes are in place and adhered to manage risk, schedule and financials on projects. Support resolution of issues and escalate as required
  - Highlight any conflicts and conduct regular review and briefing sessions with relevant stakeholders to ensure project objectives are met
  - Lead project risk management activities, including maintenance of risk registers
  - Effective management of gate reviews to support on time in full delivery to the various internal handovers
  - Liaise with the financial team to manage and monitor all budgetary milestones of the project
  - Management of work scope, preparation and management of variation orders
  - Implementation and maintenance of the lessons learned process, sharing improvements across the business
  - Ensure all documentation is in place, fit for purpose and up to date with close control
- Project reporting, internal and external stakeholder management on overall project delivery
  - Ensure robust interface is in place with all internal stakeholders for project delivery from project kick off to delivery to client
  - Generate and report on projects against quality, cost and time criteria
  - Escalation of issues where appropriate when a project is not running within agreed parameters
  - Interface with the sales team on order delivery to provide customer feedback

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- Schedule and lead project reviews and meeting
- Management of project cash flows to maximise revenue and minimise costs
  - Management of supplier and client milestones
  - Close control of scope, and management of Variance Orders
- Ensure projects are aligned to the site capacity plan
  - Engage within the tendering process and ensure the overall timeline is reflective
  - Interface with planning team on lead times and production scheduling and monitor plan delivery through various stages
  - Management of the project activity upstream of production to ensure that everything is in place for the production team to execute the plan
  - Engage with the senior management team to make any prioritisation calls when required.
- Maintain group management behaviours practices and equal opportunity policy
- Comply with environmental responsibilities as identified by the group and communicated by your line manager that are relevant to your department
- Health and safety
  - Report all accidents, incidents, near misses or unsafe situations to immediate line manager or member of the senior management team
  - Work to the required procedures and processes to meet the company target of zero LTI's. This includes all on-site visitors, clients, staff, etc.
  - Not interfere or misuse anything provided to meet a statutory requirement
- Any other appropriate tasks that may be required to support the wider business

## Skills base

- Degree or relevant qualification e.g. prince 2
- Several years of experience in similar project management roles, preferably within defence or Oil and gas sector
- Excellent communication capabilities, both written and verbal
- Proven record of accomplishment to effectively plan and prioritise resources
- Excellent organization skills with an ability to develop creative solutions to problems
- Ability to lead, motivate and develop a diverse team of staff
- Ability to work under pressure and on own initiative