

Job Description

Project Manager



Job Title	Project Manager			
Business Unit	AmcoGiffen North			
Position Reports To	Operational:	Contracts Manager	Functional:	Contracts Manager
Direct Reports	Site Delivery Teams including Site Agents, Site Managers and Foremen			
Authorised To Liaise With	Client, Suppliers, Subcontractors, Internal Departments, Regulatory Bodies, Members of the Local Community and Other persons as necessary to achieve contract objectives			

Role

The purpose of this role is to lead successful contract delivery by in particular:

- By ensuring that the site team are fully aware of the contract parameters and have the capability and resources necessary to achieve contract objectives
- To develop positive relationships with all parties associated with the contract
- To ensure that the contract is delivered on time, within budget and to the agreed quality whilst ensuring that client expectations regarding quality, programme, and budget are wherever possible exceeded.

Key Tasks & Responsibilities

The key tasks of this role include but are not limited to:

- Involvement/input in projects at all stages from pre-qualifying and tendering through to completion
- Ensuring that the site team are fully aware of contract parameters and have the capability and resources necessary to achieve contract objectives
- The development of positive relationships with all parties associated with the contract
- Ensuring that the contract is executed in accordance with the requirements of:
 - All applicable legislation
 - The Terms and Conditions of the contract
 - The Contract Health and Safety Plan
 - The Contract Quality/Environmental Plan
 - The Policies and Procedures contained within the Company Business Management System
 - Any assigned BIM Responsibilities
- Delivery of the contract within programme and budget
- Control and management of Sub Contract resources to the highest levels of safety, quality and efficiency
- The promotion of a culture of continuous improvement and the use of best practice
- The continuous monitoring of contract progress to ensure contract objectives are being met
- Ensuring that, in conjunction with the Project Delivery Team, changes to the contract are identified, agreed and effectively managed
- The provision of formal reports on contract progress to the Contracts Manager.
- Ensuring that all relevant issues, which cannot be resolved at contract level, are passed for the attention of the Contracts Manager
- To proactively promote the Company and its capabilities to clients
- The identification of business development opportunities and ensuring that any such opportunities are communicated and proactively progressed in conjunction with the Pre Contracts/Operations Director.

Person Specification

Candidates for this role must be a team player and should meet the following criteria:

- Have experience of working within a contracting environment
- Have experience of working within the Rail sector (preferred)
- Have a good appreciation of Network Rail standards
- Exposure to design and construct would be beneficial
- Have excellent communication, interpersonal and management skills
- Have a proven H&S record
- Be IT literate in MS Office applications

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Educational/Professional Qualifications	Relevant Degree in Civil Engineering (MICE preferred).
CSCS Requirements	Black - Management
H&S Requirements	Five Day Site Managers Safety Training Scheme or acceptable alternative (e.g. NEBOSH General Certificate). PTS Certificate.
Any other requirements	N/A
BIM Responsibilities	As per the contract specific BIM Roles and Responsibility Matrix