

## Job Specification

<b>Position</b>	Project Manager
<b>Reporting to</b>	Contracts Director
<b>Purpose of Role</b>	<p>Responsible for multiple, simultaneous projects, across geographical locations, all at varying stages of the project lifecycle. To ensure that each project is managed to ensure the (1) safety of end solution and delivery, (2) quality, using best practise maintain high standards throughout, (3) programme focus to meet milestones and objectives on time, (4) cost, continuous focus on budgets to appreciate when action needs to be taken to maintain position.</p> <p>This will involve the day-to-day management of projects, with communication across all Mezzanine International departments, with direct responsibility for contract delivery planning, programming of works, carrying out site meetings, procurement of labour and materials, and project handover.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage client relationships as the first point of contact.</li> <li>• Manage the lifecycle of the project from contract award to close out through the following phases (design, fabrication detailing, supply, installation, handover).</li> <li>• Ensure project is delivered to CDM (2015 or later) regulations.</li> <li>• Obtain the Pre-construction information from the customer at the start of the project.</li> <li>• Prepare a site specific set of RAMS based on the company template.</li> <li>• Ensure projects meet Health and Safety Standards, company and legislative.</li> <li>• Ensure internal quality processes are followed, and quality standards are maintained.</li> <li>• Check the sales handover pack for compliance, and report and deviations which have not been addressed.</li> <li>• Identify generic risks and project specific risks, track through project.</li> <li>• Ensure that deliverables are prepared and ready for each project delivery gateway.</li> <li>• Ensure materials and resources are delivered to site and on time.</li> <li>• Ensure margins are maintained and projects remain within budget.</li> <li>• Develop and maintain close and positive working relationships with internal departments.</li> <li>• Clear understanding of scope definition and identify possible scope creep and</li> </ul>

	<p>respond accordingly.</p> <ul style="list-style-type: none"> <li>• Oversee the management on-site teams including fitters, contractors.</li> <li>• Identified site constraints and plant requirements, ensure all requests are passed to the project co-ordinator.</li> </ul>
<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct site surveys.</li> <li>• Generate quotes for variations to contract scope and prospective business.</li> </ul>
<b>Qualifications, training, experience and skills,</b>	<ul style="list-style-type: none"> <li>• Degree Level education, preferably in Engineering or Sciences.</li> <li>• SMSTS</li> <li>• Computer literate</li> <li>• Full driving license</li> <li>• Minimum of 5 years' experience within a process orientated industry</li> <li>• Ability to manage multiple projects at one time</li> <li>• Ability to lead and effectively deliver against targets</li> </ul>
<b>Personality and Motivation</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills with the ability to manage productive relationships with both internal and external clients.</li> <li>• Self-starter with ability to work remotely, identify issues and implement solutions independently.</li> <li>• Ability to prioritise work and under fast moving environments.</li> <li>• Willingness to travel across UK and internationally.</li> <li>• Able to motivate and co-ordinate the team so that all resources are focused on the common goals.</li> </ul>