

Job Description/ Specification

February 2021

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Position	Project Manager	
Reports to	Contracts & Procurement Director	
Purpose of Role	To manage the successful delivery of Projects undertaken by the Business, including planning and programming, risk management, health and safety compliance, pre-qualification and engagement of sub-contractors, quality, and commercial results.	
Objectives for the Role (Alignment to 8S strategy)	<ul style="list-style-type: none"> Managing cost and value: measured through increased profit contribution and margin retention. Target £500k of efficiency savings in 2021 Pre-Construction: Organise start up meetings, weekly progress meetings throughout the Design stage involving all interested parties. Procurement: Sourcing of supply chain within the UK and EU to agree terms supported through comprehensive Sub-Contract contracts. Health & Safety: Set up, agree and communicate RAMS and method statements for the works. Oversee the on-site compliance with these requirements and undertake investigations as required. Planning: Produce and agree Project programmes with the Customer ensuring that all MiTek teams are aware of their obligations for the phasing and sequencing of the works. Measured through practical completion on time. Surveying: Undertake comprehensive surveys on Projects to determine sequencing and phasing of build, considering all aspects of the project. Construction Phase: Manage timely execution of the build including short term programmes, Customer meetings, progress on site, problem resolution and overall project management. 	<p>Supports S6 Central Nervous System</p> <p>Supports S2 Connect with Builder/Influencer</p> <p>Supports S2 Connect with Builder/Influencer</p> <p>Supports S6 Central Nervous System</p> <p>Supports S6 Central Nervous System</p> <p>Supports S6 Central Nervous System</p> <p>Supports S2 Connect with Builder/Influencer</p>

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	<ul style="list-style-type: none"> • Agree timely and accurate valuations, work in progress, sub-contract applications and cost to complete reporting to agreed standards. • Agree all variations, early warning notices and compensation events, raise non-conformity reports and final account statements to agreed standards. • Maintain overall auditable site records to required standards. • Ensure that M-Net costs are updated in a timely and accurate manner. • Provide timely and accurate CVR reports. • All activities comply with MiTek’s management rules and policies. 	<p>Supports S6 Central Nervous System</p>
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Be familiar with the Contract under which MiTek Mezzanine Systems has been engaged including but not limited to commercial risks, penalty clauses, processes for agreeing variations, compensation events and extension of time. • Undertake a comprehensive review of the Project value and budgets with the Salesperson, highlight any commercial risks or shortfalls in allowances and agree measures to mitigate these through the Project. • Set up and chair start up meetings, progress meetings and attend Project review and CVR meetings as required. Engage with the Project team to ensure that all key deliverables are known. • Manage time through overall and short term programmes, liaise with Production and Contracts team to effectively communicate the requirements of the Project. • Set up and agree payment cycle, payment limit forms, information to ensure that applications are received, evaluated, and posted to the Customer to agreed times. • Undertake risk assessments, create Project RAMS and method statements, planned lifts and communicate these with the Customer and any sub-contractors. • Set and agree all Health & Safety requirements from Sub-Contractors, site teams and staff. 	

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	<ul style="list-style-type: none"> • Source and contract all Sub-Contractors using eConnect, check insurance levels and resources are adequate to meet the programme and key dates/milestones. • Identify and requisition/ order all preliminary, plant and equipment required to undertake the works. • Maintain accurate records of all costs, projected costs in M-Net. • Sign off and obtain authorisation for any costs that shall impact the margin on the Project in strict accordance with Management rules and delegation of authority. • Prepare and raise valuations throughout the Project, agree interim and final account statements with the Customer, raise notification in M-Net and close out the Project. • Resolve disputes, daywork, variations, compensation events with all Parties. • Prepare and attend contract value review meetings, Post contract reviews. • All supply chain have been pre-qualified through eConnect and are available for use. • All activities comply with MiTek’s management rules and policies.
<p>Delegation of Authority</p>	<p>Level 3</p>
<p>Management Rules</p>	<p>All activities must be authorised in strict accordance with the Delegation of authority.</p> <p>Any cost that will impact the margin on a Project where the impact is £10,000 or will impact margin by 1%, whichever is the smaller amount, must be signed off in accordance with the Notification of Loss process.</p> <p>Programmes are produced and continually monitored, any delay is recorded with an explanation so that it can be assessed in progress meetings.</p> <p>All purchases must be conducted under formal sub-contract arrangements.</p> <p>Payment limit forms must be completed for Sub-Contractors as required.</p> <p>No retrospective purchase orders.</p> <p>Always post cost in a timely and accurate manner in M-Net in advance of any cost being incurred/ invoiced.</p>

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	<p>Do not share commercially sensitive information with any Supply Chain member other than through normal business practices.</p> <p>Comply with all Company Policies at all times.</p>
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Knowledge

Essential	Desirable
<p>Education and Training</p> <ul style="list-style-type: none"> • Educated to degree level/ professional qualification or equivalent experience. • CSCS card • SSSTS min or equivalent 	<ul style="list-style-type: none"> • RICS or 10-years' experience in a similar role • Project Management qualified • SMSTS qualified • CSCS black card • MS Project
<p>Knowledge</p> <ul style="list-style-type: none"> • Project management • Quantity surveying • NEC/JCT Contracts & Sub-Contract • Health & Safety Risk assessment • Construction industry experience 	<ul style="list-style-type: none"> • Engineering • Mezzanine Industry • Managing Projects > £5m • Contract Litigation • SHEQ Management plans

Skills

Essential	Desirable
<p>Skills</p> <ul style="list-style-type: none"> • Strong management skills • Excellent negotiator • Leadership experience • Strategic thinking, planning and execution • Proven track record of delivering projects • Process and procedures • Audits and compliance management • Time management • Commercial awareness • Excellent IT skills, Excel, MS Office, Teams • Numeracy 	<ul style="list-style-type: none"> • Sub-Contract procurement • CE & EW • MS Project or similar planning tools • Languages

Attitude

Essential	Desirable
<p>Attitude</p> <ul style="list-style-type: none"> • Ability to work under pressure to demanding deadlines • Prioritize workload • Confident & assertive • Good written and verbal communication skills • Empathy • Professionalism 	<ul style="list-style-type: none"> • Completer. finisher • Strong negotiation skills • Excellent written and communication skills • Good presentation skills • Proactive not reactive • Ability to work remotely or as part of a team.

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