

**Purpose:** Responsible for the day to day management of property projects of varying complexity. Bus Éireann has a pipeline of a wide range of property projects across its nation-wide network of bus stations, maintenance facilities and offices. The Property Project Manager will ensure key project milestones and reports are delivered on schedule to ensure optimised delivery of infrastructure for customers and employees. Using experience gained in the construction sector or similar corporate role, the position will actively assist the Senior Property Project Manager in managing property project timelines and completing project reports for both internal and external parties. Projects will range from capital intensive maintenance works to new property planning and execution with the full range of project responsibility including project concept, approval, planning, tendering, execution, reporting and lessons learned.

Key Responsibilities	Key Performance Indicators	Key Competencies	
		Skills & Knowledge	Critical Behaviours
<ul style="list-style-type: none"> <li>Develop project plans for agreed property projects and ensure these plans are actively managed and reported through the life cycle of the project within the Bus Éireann project framework.</li> <li>Ensure all projects advanced are aligned with the Property portfolio strategy and agreed with the Senior Property Manager for optimised progression.</li> <li>Managing the flow of project information between the team and the stakeholders, through regular meetings and written communications (minutes, reports etc);</li> <li>Complete preliminary project budget estimating and cost planning. Monitor and report project contract cost to ensure each project is delivered within the agreed project budget.</li> <li>Assist in the tendering process of capital works projects and services, ensuring full compliance with company and public procurement policies.</li> <li>Prepare detailed briefing / project scope documentation to support the procurement process for large capital projects and local property and facilities upgrade projects.</li> <li>Assist in negotiation with suppliers and vendors in order to get the best price and quality delivery for the project, including negotiation of change orders.</li> <li>Regularly monitor project delivery, including on-site as required, ensure compliance with safety, environmental and quality statutory and regulatory requirements.</li> <li>Ensure project stakeholders are updated in line with agreed project milestones and manage project risks and opportunities, including to the Capital Expenditure Committee and Senior Leadership Team. Manage project communications to build support for project approval and delivery.</li> <li>Liaise with internal departments, external bodies and parties to ensure strong working relationships in place to support the successful project delivery.</li> </ul>	<ul style="list-style-type: none"> <li>Effective project management and delivery, aligned to the company strategy and driven in partnership with the Senior Property Project Manager.</li> <li>Detailed project reporting.</li> <li>Budgets on target.</li> <li>Adherence to procurement policy and procedures.</li> <li>Financial procedures adhered to.</li> <li>Health and Safety compliance.</li> <li>Strong working relationship with internal and external bodies.</li> </ul>	<b>Essential</b> <ul style="list-style-type: none"> <li>Third level degree in an Engineering discipline supported by Project Management Certification.</li> <li>Minimum (five) years post graduate experience in a similar type role.</li> <li>Track record of delivering results.</li> <li>Project Management experience on real estate / transport projects:</li> <li>Experience of working across a cross functional team:</li> <li>Proficient in MS Office Software, including MS Project</li> </ul>	<ul style="list-style-type: none"> <li><b>Organising and Executing</b> Adopts an organized and structured approach to planning and execution. Track record of delivering results</li> <li><b>Personal Responsibility</b> Takes personal responsibility for own actions and has a positive approach to all undertakings. Takes the initiative to action issues and tasks.</li> <li><b>Commitment &amp; Accountability</b> Accepts responsibility for managing change and achieving performance objectives and fully committed to the success of Bus Éireann.</li> <li><b>Commercial Awareness</b> Actively pursues efficiency, cost reduction and business development. Fully conversant with financial issues affecting the business.</li> <li><b>Customer Focus</b> Builds a strong customer service ethos and orients the business towards serving its customers. Committed to providing an excellent customer service.</li> <li><b>Interpersonal Skills</b> Be a collaborative team player with excellent interpersonal / communication skills.</li> <li><b>Safety</b> Committed to a safe and secure environment for all.</li> </ul>
		<b>Desirable</b> <ul style="list-style-type: none"> <li>Working knowledge of Public Works Contracts:</li> <li>Knowledge of RIAI design stages:</li> <li>Knowledge of NTA Project Approval Guidelines</li> <li>Experience in using Autocad/Project Manager/Presentation software.</li> </ul>	

**Dimensions: Reports to Senior Property Project Manager.**