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| **Role title** | Project Controller  |
|  |
| **Department** | Bristol  |
|  |
| **Business unit or function** | Site Accommodation |
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| **Role reports to** | Manager |
|  |
| **Roles managed** | N/A |
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| **Purpose of the role** |
| * To co-ordinate Projects for the designated area/s, ensuring effective cost control at all times, meeting/improving upon planned costs and working within agreed timescales.
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| **Accountabilities of the role** |
| * Co-ordinate and control Projects within the designated area of operation, working to planned costs and within agreed timescales.
* Regularly review and analyse all costs to maximise profitability for sites responsible for and accurately assess sites in order to provide the commercial team with realistic costings, from which selling rates can calculated.
* Liaise with customers following the award of a contract, or termination notice, including such matters as site access, foundations, clarification of building requirements and specification, H & S issues and responsibilities for delivery / removal programme.
* Source and control sufficient approved sub-contract labour and services as appropriate, ensuring quality standards are maintained and costs are not compromised.
* Foster and develop sound customer relationships through effective communication to provide excellent levels of service.
* Production of Gantt Charts, Method Statements, Risk Assessments, Lift Plans, Drawings and Delivery Schedules on a project specific basis.
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**Competencies, Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

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| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Planning and Organising | **√** |  |
| Customer Focus | **√** |  |
| Negotiating and Influencing | **√** |  |
| Decision Making | **√** |  |
| Adaptability/Problem Solving | **√** |  |
| Communication Skills | **√** |  |
| **Qualifications** | **Essential** | **Desirable** |
| 5 GCSE’s Grades A-C, including Maths and English or equivalent |  | **√** |
|  Educated to A-level standard or equivalent |  | **√** |
|  Good level of numeracy/literacy | **√** |  |
| Full valid driving licence | **√** |  |
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| **Previous Experience** | **Essential** | **Desirable** |
|  Practical operational experience potentially within a project co-ordination or supervision role of a multi-trade environment. | **√** |  |
|  Qualified skilled background |  | **√** |
|  Experience in leading, developing and motivating staff |  | **√** |
|  IT literate | **√** |  |
|  Knowledge of SAP system |  | **√** |
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| **Organisation Chart** |
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