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| **Role title** | Project Manager |
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| **Department** | Operations Scotland |
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| **Unit or function** | Portakabin Scotland |
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| **Role reports to** | Regional Project Manager |
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| **Roles managed** | N/A |
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| **Purpose of the role** | |
| To ensure that all allocated projects are completed in a manner that prioritises a zero harm culture, meeting or exceeding our customers’ expectations on programme and budget. Establish ways of working appropriate to the differing priorities of Hire and Sales projects is embodied in how the projects are delivered.  Work in harmony with Site Services Manager and Supply chain Manager to ensure labour resource required for Projects is supported.  To manage, co-ordinate and communicate with all internal resources and third parties required and ensure that projects are delivered on time, within scope and within budget encompassing all change control throughout project lifecycle. | |
| **Accountabilities of the role** | |
| **Project Management & Delivery**   1. Manage projects to meet agreed programmes, specifications and cost plans. 2. Manage, monitor and control contractual or financial changes, planned or unexpected, with viable solutions, that are agreeable to all stakeholders in the project. 3. Plan, co-ordinate and control all activities in the repair, refurbishment and fit out of units within the designated area of operation, working to planned costs and within agreed timescales. 4. Motivate, develop and assist all site personnel, direct or sub-contract, to ensure contract cost, programme and quality targets are achieved in a safe, efficient and effective manner and to agreed guidelines and standards 5. Pay cognisance of all contractual issues of orders from clients, and take the necessary steps to minimize and protect the Company from all associated financial and legal risks involved, including supporting the projects team with the Health and Safety requirements for the contract (CDM). 6. Chair Project Launch Meetings (PLMs) with all stakeholders. 7. Create baseline programme of project scope ensuring all elements are adequately programmed for quality, reputation and Health & Safety. Report on any changes to baseline throughout project lifecycle. 8. Provide updates to be used in Project Governance report highlighting risks, issues and progress against financial plan 9. Establish early good working relationships with the client and client’s team members, maintaining and improving these throughout the programme of the project and beyond. 10. Maintain good working relationships with York planners, technical teams and local Supply Chain and Service teams through effective communication and collaboration. 11. Establish working relationships with our nominated sub-contractors ensuring they deliver to agreed expectations against the plans, especially when not under the direct control of our site supervisor or delegate. 12. Set expectations of workmanship and quality adhering to technical specifications in place and divisional standards. 13. Ensure the appropriate project records and communications are properly filed in the project file in a timely manner. 14. Understand the process of any Local Authority approvals, liaising with them as required, maintaining the requirement of design to comply with these standards in the buildings we provide. 15. Prepare Construction Phase Plans and Pre-construction information for project lifecycle and ensure Site team and operatives adopt. 16. Ensure all projects are adequately programmed for quality, reputation and Health & Safety.   **Commercial Support**   1. Support the Commercial team to formulate a bid win strategy for tenders and quotation proposals where required. 2. Work with the team to develop cost effective and buildable solutions for the prospective customers.   **Technical**   1. Provide planning support and guidance for live and potential projects, with respect to appropriate legislation and building regulations. 2. Provide technical guidance and support when deemed necessary to support all involved in the project – i.e. client, installation team, sub-contractors, York planners.   **Health & Safety**   1. Promote a culture of Health and Safety within the team to ensure that health and safety considerations are met. 2. Ensure that all project-specific Health and Safety paperwork is issue on time and is prepared to an appropriate standard. 3. Ensure compliance with all legislation and or Company procedure and policies relating to Health and Safety relevant to persons and site operations, e.g. CDM regulations, Planning Supervisions, Risk Assessment and Method Statements.   **Quality Standards**   1. Ensure that all Business Management Systems e.g. IS9001, ISO14001 are adhered to.   In addition to all of the above employees are required to carry out any reasonable request to perform other duties as may be required within the scope of the job title or within the general spirit of co-operation. | |
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**2.1 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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| **Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Works productively in a high-pressure environment | X |  |
| Monitors performance against programme and planned cost | X |  |
| Makes rational judgements from the available information and analysis | X |  |
| Effective communication- Listens, consults others and communicates proactively | x |  |
| Foster and develop sound internal and external relationships | X |  |
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| **Qualifications** | **Essential** | **Desirable** |
| GCSE or equivalent level of education, including Maths and English | X |  |
| Full UK driving licence. | X |  |
| Project Management qualification, preferably PMQ |  | X |
| SMSTS or equivalent |  | X |
| Degree in relevant field of work (or equivalent combined education and work-related experience) |  | X |
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| **Previous Experience** | **Essential** | **Desirable** |
| Substantial project experience in construction related roles | X |  |
| Strong all round technical knowledge including Building Regulations. |  | X |
| Demonstrable project management competence including financial control | X |  |
| Demonstrate ability to work independently and drive in new initiatives | X |  |
| Delivering efficiency improvement and optimisation. | X |  |