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| **Role title** | Project Controller |
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| **Department** | Project |
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| **Unit or function** | England and Wales Hire |
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| **Role reports to** | Project Manager / Regional Project Manager / Business Manager |
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| **Roles managed** | N/A |
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| **Purpose of the role** | |
| To manage the delivery of allocated projects, ensuring all necessary measures are taken such that works are carried out in a safe manner, whilst providing effective programme and cost control at all times. | |
| **Accountabilities of the role** | |
| * Ensure that all Projects are delivered in accordance with all appropriate H&S and CDM regulations, as applicable, and good practice. * Manage project installations and dismantles ensuring that projects are completed within planned costs and agreed timescales. * Liaise with other Project Controllers who will also work on the project ensuring clear communication and consistency in approach. * Where required provide pre-order support to commercial staff to ensure all risks are minimized for post order project delivery. * In conjunction with appropriate Commercial Staff, implement/participate in Project Launch and Design Freeze Process and manage variations. * Ensure that the necessary resources, including labour allocation, materials and all sub-contract requirements, are in place and managed. * Ensure compliance to all necessary Project Delivery processes and procedures including ISO 9001 and Customer Charter. * Manage all correspondence, documentation and information relating to project delivery in accordance with the Portakabin Project Delivery and Document Control standards. * Foster and develop sound customer relationships through effective communication to provide excellent levels of service. * Ensure compliance with all legislation, codes of practice, industry guidelines and /or Company procedure relating to Health and Safety. * Ensure all projects are delivered on site in accordance with the Site Operations Manual. * Encourage & maintain the Portakabin Operational Excellence culture by implementing and supporting improvement techniques/strategies within the business and projects undertaken. * Build relationships with Commercial, Service and Projects teams to deliver projects on time and on budget * Ensure site inspections are carried out so that projects are priced correctly. | |

**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 deadlines and milestones | X |  |
| Makes rational judgements from the available information and analysis | X |  |
| Listens, consults others and communicates proactively | X |  |
| Works in a systematic, methodical and orderly way |  | X |
| Gains clear agreement and commitment from others through persuading, convincing and negotiating |  | 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 |
| CSCS Card MAP level |  | 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** |
| Proven project management experience | X |  |
| Strong all round technical knowledge - including where possible Building Regulations, HTM’s, HBN’s and CDM | X |  |
| Demonstrable knowledge and experience of financial control in delivering projects including negotiation of terms and final accounts | X |  |
| Competent in the use of Microsoft Office, in particular Word, Excel and Project | X |  |
| Knowledge of relevant Health and Safety legislation and procedures | X |  |
| Ability to produce and maintain linked project programmes (MS Project) and measure/report on progress |  | X |
| Ability to manage multi-disciplinary teams on complex/high value building projects |  | X |
| Knowledge of building services (M&E systems etc) |  | X |
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| **Organisation Chart** | | |
| Typical Structures – there are variances between regions and building services: | | |