



Job Title: <p style="text-align: center;">Project Manager</p>	Department: <p style="text-align: center;">Operations</p>
Reporting to: <p style="text-align: center;">Operations Director</p>	Location: <p style="text-align: center;">Multi-Site Based</p>
Main objective of the position: Effectively manage a team to deliver a project to the standards expected both internally and by other project stakeholders.	
Key Responsibilities: <ul style="list-style-type: none"> ▪ Responsible for effectively leading, managing and the executing special foundation projects on site ▪ Ensuring that the contracted works are optimally delivered on time and on budget to the required standards of health, safety, environmental and quality in accordance with Company processes and procedures ▪ On more complex and high value projects, a PM may work within a larger project delivery team and may be responsible for a section of works or lead a team to deliver a particular technique 	
Key Tasks: <u>HSE:</u> <ul style="list-style-type: none"> ▪ Lead the delivery of the company HSE objectives on the project or work section you are responsible for. ▪ Demonstrate a zero tolerance to unsafe behaviours, conditions and equipment. ▪ Establish and implement the company processes for the management of HSE on site. ▪ Carry out periodic safety inspections of the workplace (as required). ▪ Accompany the company HSE Manager on site tours and inspections. ▪ Record and report HSE incidents, accidents, dangerous occurrences, near misses and sub-standard conditions in accordance with established company standard procedures. Carry out initial investigations into these and report initial findings. Rectify unsafe conditions immediately. ▪ Keep the trends of incidents, accidents and near misses on site under regular review. In consultation with the Company HSE Manager and senior managers devise and implement revised controls on identified risks. ▪ In consultation with relevant personnel, ensure site specific method statements and risk assessment are developed in the agreed format. Be responsible for their submission and the obtaining of approvals. ▪ Ensure that sufficiently detailed and specific daily activity briefings, tool box talks, site inductions, and other briefings are regularly and appropriately delivered by appointed persons. ▪ Ensure the works are constructed in accordance with the approved method statements. <u>Quality:</u> <ul style="list-style-type: none"> ▪ Lead the delivery of the company quality objectives on the project or work section you are responsible for. ▪ Establish and implement the company processes for the management and delivery of quality on site. ▪ Establish a register and implement a process to capture non-conformances in accordance with company procedures. Develop and implement remedial actions. <u>Commercial:</u> <ul style="list-style-type: none"> ▪ To review the tender submission including all supporting documents and costs estimations. ▪ To read and have a thorough understanding of the Contract and supporting documents. ▪ To ensure that a handover meeting takes place with the tendering team responsible for the project. 	

- Understand the tender allowances, performance levels and assumptions in our accepted tender.
- Understand the contract arrangement for the project and the responsibilities of the parties in the contract.
- Working with the project QS, develop a cost plan (Budget to Build) for approval by the Commercial Manager.
- Set up and implement (or appoint a suitable delegate) a robust procurement plan in collaboration with the Procurement Manager
- Understand the key programme deliverables for the project and develop an efficient sequence of work.
- Monitor the contractual baseline programme for the works. Develop a working programme that is sufficiently detailed to allow the progress of the works to be regularly monitored and updated.
- Measure weekly performance and compare to budget production targets. Report weekly performance. Give appropriate feedback to the project team.
- Develop and implement plans to optimise performance and resources on site.
- Ensure that daily reports and work records are prepared in sufficient detail, and submitted for approval to our client.
- Measure and minimise material over consumption.
- Ensure that accurate interim valuations are prepared and submitted to our Client in accordance with the contract requirements.
- Agree interim certification with our Client. Ensure payments are made in accordance with the contract agreement.
- Identify potential variations and ensure that notifications are made in accordance with the contract requirements
- Working with the project QS, develop final account valuations. Participate in the agreement of the final account.
- Prepare and present a post contract completion review that compares tender assumptions with actual performance.

Technical:

- Ensure the agreed specification for the works is understood and the impact of any alterations from the ICE SPERW on how the works are to be executed have been assessed.
- Make technical submissions such as project design, concrete mix designs, temporary works calculations etc. in suitable timescales to our client. Monitor and facilitate the approval process and obtain formal approvals that are in accordance with our project programme requirements.
- Prepare design briefs for elements that require design. Ensure that any design work required is carried out by a competent person. If in doubt, seek guidance from the Technical Director.
- When trained, competent and formally appointed to the role, act as Appointed Person (lifting operations). If you are not, you are responsible for appointing a delegated person.
- Ensure lift plans are developed and adhered to in consultation with relevant personnel and the company Appointed Person.

Project specific:

- Be responsible for the production of the weekly Project Managers Report. Circulate as required in accordance with the established Company timetable.
- Attend client progress meetings as required. Ensure that written notes are taken and agreements recorded.
- Understand the core techniques applicable to your project or work section. Understand the key requirements for their successful delivery on site.
- Understand the optimum performance levels of plant and work teams.



Non-project specific:

- Through your actions and words be a positive role model for your project team
- Act as a mentor for more junior staff
- Support colleagues when they are faced with problems based on your experience
- Support the tender team with operational review of tenders
- Strive to improve the standards of workmanship in everything we do

<i>Signed by Employee</i>	<i>Print Name</i>	<i>Date:</i>