

ROLE DESCRIPTION: PROJECT MANAGER

WHAT YOU DO

WHO YOU ARE

HOW YOU DO IT

<p>You lead, manage and organize construction projects with a high level of professionalism and according to routines, company policies, guidelines and local legislation.</p> <ul style="list-style-type: none">• You prepare and present budgets and business cases• You follow-up on cost and suppliers to secure financial transparency• You drive tendering and contracting for your projects• You coordinate design, execution and logistics for your projects <p>Through strong teamwork and clear communication, you secure that relevant stakeholders receive needed information on time.</p>	<p>You are comfortable managing several stakeholders and various projects and tasks simultaneously.</p> <p>You have the ability to prioritize, especially in circumstances where you are put under pressure and with tight deadlines.</p> <p>You have strong communication skills and high sense of urgency, understanding business needs and requirements</p>	<p>By acting in line with our values, having the right mindset and (if applicable) leadership you contribute to H&M's business success.</p> <p>No matter what your role may be at H&M – WHAT you do is as important as HOW you do it.</p>
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WHAT YOU DO

Your responsibilities

<p>Routines, Policies & Guidelines</p>	<ul style="list-style-type: none"> ● Secure value engineering and value planning on each step of the project process ● Secure that contractors and partners are working in line with the Code of Ethics and Code of Conduct ● Organize regular meetings with business partners & reinforce the importance of our policies and overall expectations ● Secure that the stores are built in line with the general/local building specifications, instructions & interior specifications ● Secure that Health & Safety requirements are in place and followed ● Secure internal routines and strengthen communication between departments in respect to projects' planning and execution
<p>Budgets and Business Cases</p>	<ul style="list-style-type: none"> ● Use value planning in all processes, lower costs but maintain high quality ● Secure investment budget and follow up on both Net & Gross investments ● Prepare and present budgets and business cases ● Secure detailed research & preparation for budgets according to the 5 Step Process ● Optimize project planning in order to minimize installation, labour and other costs ● Secure that forecasted figures are matching actuals & final invoicing of projects in IPS ● Optimize planning and follow up tools, drive improvement actions and share best practice with colleagues ● Understand change orders & their origins, challenge them and provide alternative solutions
<p>Financial transparency & follow up</p>	<ul style="list-style-type: none"> ● Ensure invoices are reflecting the contractual amounts and that payments are made according to invoice schedule ● Run projects in line with routines and secure financial transparency for all projects ● Follow up on the payment of landlord contributions ● Keep project budget within forecasted figures and challenge change orders if they occur ● Update IPS/LIMA on a regular basis ● Secure that project documentation is in place and saved according to guidelines

Tendering & Contracting	<ul style="list-style-type: none"> ● Partner with regional procurement specialist, C&F manager and Business Controller C&F in order to determine budgets, conduct tenders, evaluate bids and select contractors ● Support procurement specialist in prequalifying new companies on a regular basis according to PQQ guidelines and secure a solid pool of contractors ● Review contracts and secure that project/country specific risks are covered; secure that execution and payments schedules are attached and that the contracts are signed according to approval rights ● Ensure that contracts and/or appendixes to frame contracts are signed prior work commencement ● Follow up on contractual milestones and notify contractors in case contractual obligations are breached
Design, Execution & Logistics	<ul style="list-style-type: none"> ● Ensure that the stores are designed & built in line with the general/local building specification, guidelines & interior specifications ● Follow up on the construction process and secure deadlines & quality standards ● Liaise with consultants and authorities in order to receive all necessary permits ● Manage the hand over process with landlords & contractors together with leasing ● Ensure that all interior needed for a project is ordered and delivered on time ● Coordinate on time deliveries together with NCG Specialist ● Follow up on the construction process through regular site visits & secure that the right materials and solutions are used ● Ensure compliance with project documentation, time schedule and quality demands
Teamwork & Communication	<ul style="list-style-type: none"> ● Secure that relevant information is conveyed to other departments in time and in a structured way ● Reach out to other departments on a regular basis, give/request feedback in order to identify improvement areas ● Secure a good communication between contractors, construction department and stores

WHO YOU ARE

Your knowledge and personal characteristics

Education	<ul style="list-style-type: none"> ● Bachelor's degree in engineering, business administration or similar
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	<ul style="list-style-type: none"> ● Project Management certifications are meriting
Skills	<ul style="list-style-type: none"> ● Supplier and contract management ● Good understanding of the field of construction and the ability to identify risks and opportunities in a retail environment ● Teamwork ● Knowledge in MS Office, more specifically Outlook, Excel, PowerPoint and MS Teams ● Can understand, read, speak and write English
Experience	<ul style="list-style-type: none"> ● Previous work experience from retail construction, facility management and/or real estate ● Experience within the project management field ● Experience from managing external suppliers and follow-up on contractual obligations ● Experience from working in a role with several stakeholders
Personal characteristics	<p>People and relationships Communicative / supportive / consultative</p> <p>Tasks and projects: Creative / methodical</p> <p>Drives and emotions Resilient / achievement oriented</p>

HOW YOU DO IT

Your behaviours: living the values, growth mindset, leadership (if applicable)

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it. This part applies to all roles at H&M and should not be edited.

<p>Our Values The spirit that defines our culture and reflects the heart and soul of H&M</p>	<p>Values in action Our values described as behaviours – shared by all H&M colleagues regardless of role</p>		
<ul style="list-style-type: none"> ● We are one team ● We believe in people ● Entrepreneurial spirit ● Constant improvement ● Cost conscious ● Straight forward and open minded ● Keep it simple 	<p>TEAM PLAYER</p> <ul style="list-style-type: none"> ● Being open minded ● Communicating clearly ● Enjoying teamwork ● Being flexible 	<p>RESULT DRIVEN</p> <ul style="list-style-type: none"> ● Working towards goals ● Trying new things ● Improving efficiency ● Developing yourself 	<p>BUSINESS MINDED</p> <ul style="list-style-type: none"> ● Focusing on customer value ● Taking responsible decisions ● Seeking opportunities ● Seeing the bigger picture
<p>Growth mindset (also called the agile mindset)</p>	<ul style="list-style-type: none"> ● Positive attitude to change / embrace challenges / persevere in the face of failure ● Desire to learn / putting effort to build new skills / learn from mistakes / ask for feedback and learn from it ● Find inspiration in success of others 		
<p>Leadership (if applicable)</p>	<p>This part is currently under review and will be updated as soon as the new version is finalized. In the meantime we use the existing leadership expectations criteria. In addition, our senior leaders should be evaluated against the following additional criteria:</p> <ol style="list-style-type: none"> 1) has a holistic mindset and focuses on the success of the whole company and not only on the success of the own business 2) proactively involves and co-creates with different stakeholders and truly believes that diversity increases the quality of decisions 3) questions established “truths” to break new ground 4) is solid and stays calm and true to him/herself even under great stress and high pressure 5) is visionary and co-creates innovative and inspiring visions 6) passionately engages and empowers others to turn visions into reality 7) has an authentic and influential leadership presence 8) moves ideas into execution even under challenging circumstances. 9) is highly curious and genuinely interested in learning from diverse viewpoints 		