

Project Manager – Major Projects

Stannah

Job Description & Person Specification

Function: Project Management

Reports to: Project Delivery Manager

Purpose

Leading and motivating the project team to deliver a high quality finished product that exceeds the client's expectation safely, profitably and to programme whilst at the same time endeavouring to minimise any adverse impact to the environment.

Key Responsibilities

1. Project Management

- Responsible for the Health and Safety and Welfare of all personnel involved in the Project including the reporting of near misses.
- Acts as CRE, creates, reviews and submits, RAs, WPPs, TBs, CPPs and all other associated documents in a timely manner.
- Determines Project Programme and all work packages, and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Sets up and manages the project team.
- Oversee all operational aspects of the project and the scope.
- Reviews specification and deliverables such as drawings prepared by the team before passing to client.
- Effectively applies our methodology and enforces project standards.
- Prepares reviews and quality assurance procedures.
- Minimizes our exposure and risk on project.
- Ensure project documents are complete, current, and stored appropriately.
- Carries out effective Site Monitoring HS019e and Risk Assessments in accordance with the company Safe Systems of Work Booklet.
- Ensure all company policies and procedures are adhered before, during and after the completion of the Projects.
- Evaluating the success of the project against its benchmarking and sharing lessons or best practice with other Project Managers.
- Reporting to the key stakeholders on progress.
- Manages all aspects of client management and endeavour to exceed client's expectations.
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2. Project Accounting and Business Development

- Manages the Project Budget.
- Ensure all changes are managed via Change Control, identifying any impact either financially or programme.
- Ensure timely and accurate, applications/ invoicing for the project.
- Have regular meetings with the Commercial Manager, as necessary, regarding change controls, variations and invoicing.
- Post measure to determine project profitability, margins.
- Understands basic P and L account, and cost to complete projection and makes decisions accordingly.
- Understands our pricing matrix and procedures.
- Accurately forecasts profitability margins.
- Ensures that all the orders placed, relating to the project such as sub – contract labour and materials are all paid, or a provision made, before closing the project

- Identifies business opportunities / development for current or future projects.
- Advises clients and potential clients on regulations, i.e. EN 81 -2, standards and specification.
- Effectively communicates both written and verbally with regard to the projects finances.
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3. Technical

- Possesses detailed understanding of the design and installation processes.
- Has a detailed knowledge of all Stannah Lift Services Limited policies and procedures e.g. HS&E etc.
- Utilises the systems available to maintain and update the Project Files and Data Bases.
- Thorough understanding of the capabilities within Stannah.
- Making sure the quality standards are met.
- Maintains awareness of new developments/ technologies available, which could benefit the project.

This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the Management function.

Relationships

Internal

The jobholder will be expected to maintain close and effective personal working relationships at all levels of the organisation. The communication skills required include the ability to communicate technical complex and sensitive information.

External

External agencies including suppliers and customers.

PERSON SPECIFICATION

Skills and Experience

- Experience in managing and delivering Projects to the highest standards
- Good level of IT literacy
- Well developed interpersonal skills.
- Excellent communication skills - written and verbal
- Management and Leadership skills
- Ability to motivate others
- Time Management

Personal Attributes and Behaviours

- High levels of self-motivation, self-managing and tenacity to deliver tasks/project.
- Ability to establish good working relationships with peers, customers, Project Manager and product supplier as and when required.
- Ability to work individually as well as part of a team.
- Be able to operate calmly and effectively.
- Attention to detail.
- A positive and constructive approach to problem solving using experience gained within the industry.
- Safety conscious approach to working.
- Experience with Microsoft Office.

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A personal commitment to the values of the Stannah Group, to deliver on promises and demonstrate that we care.

Education and Qualifications

- Good standard of numeracy and literacy
- NVQ4 in Management or equivalent
- CSCS Managers
- IOSH Managing Safely
- PTS

You will demonstrate a commitment to your personal development

