

# Project Manager

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**Reporting to:** Contracts Manager

**Responsible for:** Site delivery team, inclusive of – Site Manager, Foreman, Gangers, Machine operators and operatives

**Role definition:** Efficiently and safely manage project(s) contributing to increasing the number of projects profitably delivered for Land & Water Services. Ensuring safe and effective delivery whilst managing the expectations and relationship of the client and ensuring that projects deliver against all defined objectives.

Work in collaboration with various departments/areas of LWS, supply chain and stakeholders to ensure works are delivered to the highest possible standard with regard to quality, time, safety and value.

These are critical roles that are focused on project delivery.

## **Purpose of role:**

Simultaneously manage the five key phases of multiple high risk and/or complex projects, including projects delivered under framework agreements as well as those won competitively. Ensure projects are completed under price, to prescribed timescales and required quality whilst effectively managing safety, environment and where appropriate heritage issues. These five stages being

1. ECI where required
2. Estimating and tendering
3. Design (permanent and temporary works)
4. Construction/delivery
5. Project close out, including settlement of final accounts

Undertake the role of Contractor (under the JCT and or NEC type contract) to ensure that the contract is efficiently and effectively managed to ensure LWS receive maximum value by exemplar contract management (including any supply chain/partner contracts).

Significantly contribute to continuous improvement in project management processes and construction standards, quality, safety and value across Land & Water Services.

**Key responsibilities:**

1. Take total ownership from cradle to grave of projects taking them through from enquiry to successful handover and completion.
2. Developing client relationships within the key strategic work areas of the LWS business plan, seek new clients and build upon existing relationships to enhance LWS strategic market position.
3. Leading by example, encouraging the team to take responsibility for safety of colleagues, themselves, and clients. Comply with LWS Health & Safety policy and defined standards and processes when managing and delivering projects, undertake risk assessments, report incidents, accidents and near misses where appropriate.
4. Responsible for directly supporting Site Managers, or line management and motivation of less experienced members of the team and assisting effective communication of relevant business issues.
5. In liaison with all stakeholders plan and sequence project activities, milestones and resources. Liaise with the various LWS teams to ensure all contract obligations are delivered.
6. Identify and manage project Key Performance Indicators (KPI's) and milestones ensuring factors do not cause delay or become critical to the delivery of the project or associated programme of work.
7. Support commercial manager in the production of contract budgets, costs to complete and cash flow forecasts to enable real time decisions to be made for the commercial benefit of LAWS and the client.
8. Develop and maintain project programmes for all schemes in MS project.
9. Develop and monitor project costs estimates to reflect the most efficient method of project delivery. Have full awareness of priced constraints work within the fixed price of any given project. Ensure that project financial information is constantly updated and reflects changes in the project(s).
10. Accountable for the delivery of agreed GM and profit on all allocated projects, constantly challenge the way works are being delivered to ensure LWS maximise return at every opportunity.
11. Ensure appropriate stages of project(s) comply with CDM Regulations 2015) (or update thereof).
12. Brief, appoint and manage design consultants as necessary both in the development of permanent and temporary works.
13. Chair project meetings, prepare minutes taken and produce regular reports on all aspects of the project including budget, cost and output reporting, programme and progress, risk, safety and quality issues etc. Produce project reports as required.

14. Monitor performance of project suppliers (internal and external) in the deliverables of the project and their compliance with specified requirements and health and safety. Escalate significant risk related issues to appropriate management.
15. Develop risk and opportunities register for all projects.
16. Ensure that environmental and heritage issues are considered at all project phases.

### **Project Managers level of decision making required**

1. Manage projects of an unlimited value, risk and complexity.
2. Using knowledge and experience make judgement regarding risk related issues and required action.
3. Using knowledge and experience to make judgements regarding modifying the project programme to deal with risks, opportunities and variances.
4. Prioritise workload and competing elements and activities of multiple projects to ensure delivery to timescales agreed.
5. Judgement regarding upward referral of issues to line management for further guidance

### **Project Manager's experience and competence**

1. Proven experience of managing multiple high complexity projects within the relevant discipline. 15 years or more experience preferred. Experience of managing projects £2m plus.
2. Proven experience of managing multiple high complexity Design & Build Projects throughout the project lifecycle.
3. Degree (or equivalent) in a related discipline (essential).
4. Chartered membership of appropriate professional body (not essential).
5. Knowledge of all aspects of successful project management.
6. Excellent commercial awareness and proven experience of delivering profitable works.
7. Experience of risk and risk management.
8. Proficient in the use of personal computer and business applications/software etc.
9. Valid driving licence and willingness to travel throughout UK.
10. Can do attitude.
11. Willing to be an ambassador for LWS

### **Behavioural:**

- **Passion & Excellence:** - pursue a can-do attitude; being proactive and owning your work. Challenge the status quo and love what you do

- **Respect** – be aware of your impact on others; value openness and carefully listen to the review of others. Respect your colleagues, self and environment. Look after the tools of your trade.
- **Collaboration** – work together to achieve a common goal
- **Empathy** – demonstrate a caring approach to your colleagues, customers and self
- **Honesty & Integrity** – when something goes wrong – own it! Learn from mistakes and avoid it happening again.

**Critical role interfaces (not exclusively)**

Head of Operations, Group Financial Director, Estimators, Contracts Managers, Site Managers, Project Support, HSQE, Procurement Manager, Resource Manager, Quantity Surveyors and Commercial Manager.