

Project Manager – Level 1

Generic title	Senior Manager - 2
General Description	<p>Under the direction of a Director or Senior Manager – 1, people at this grade will manage a function, a number of managers or an income stream.</p> <p>In operations they will manage multidisciplinary construction projects or medium sized sites and their associated activities from conception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards. They will play a major role in ensuring Health, Safety and Environmental Policies are delivered.</p> <p>In commercial they will manage contracts and may lead on a framework, project, special works or design.</p>

Competencies

Achieving Results	Capacity to set goals for self and others Proactively identifies and pursues new stretching targets and opportunities High levels of personal drive and commitment Adds value beyond doing the job Focuses well on personal development goals
Analytical thinking and decision making	Considered analysis of all available data to arrive at viable options Organising information to identify the key issues and to plan appropriately
Communication	Ability to adapt one's style to the message and audience so people understand what you want Connect with people in all levels of the business
Dealing with change	See potential of new ideas and situations Takes a pragmatic approach to change Considers impact of change on others as well as self Ability to explain the effects to colleagues
Teamwork	Develop inter-team collaboration inside and outside company Understand the role of a team and how it delivers the objectives Can adapt to different types of teams in most situations Takes a cohesive and encouraging approach to team working
Leadership	Ability to take control of situations with one's sphere of influence Assume responsibility - organising and guiding where necessary
Managing resources	Create a resource plan for an unfamiliar or potentially complex project Manage others to implement effective planning, problem-solving and decision making Understand the resource implications on the business plan
Negotiation	Understand the other's point of view Make an objective and structured case with pros and cons Understand the need to give and take Understand and defend a position
People Development	Grow a team that is aligned with the business objectives Understand strengths and weaknesses of team members and work with them to good effect Understand ambition and manager expectations Use of a wide range of development tools

Role definition

Summary of role	Successfully manage allocated multidisciplinary projects and their associated activities from conception through to completion, delivering work that meets project requirements, customer satisfaction, SHEQ standards, and in accordance with Morgan Sindall standards.
Responsibilities and accountabilities	<p>Oversee the successful delivery of projects to scope, target cost, quality, programme and completion encompassing design, engineering, construction, handover and commercial aspects ensuring Perfect Delivery is achieved</p> <p>Implement a full risk and value engineering management process where all risks and cost savings opportunities are identified and actioned</p> <p>Ensure that project imperatives are clearly communicated and understood throughout the project and to others, as appropriate</p> <p>Provide direction, motivation and leadership to both internal staff and external consultants or contractors engaged in providing technical support activities to the project</p> <p>Responsible for all safety, health, environment and quality matters including driving excellence and championing continuous improvement</p> <p>Advise the project team on project planning activities and initiatives and present recommendations and project delivery status updates to key customers and stakeholders</p> <p>Prepare financial spreadsheets, summarise information and communicate results to key customers and stakeholders</p> <p>Lead, review and challenge project budgets and forecast to ensure a consistent, challenging but deliverable approach is adopted</p> <p>Deliver all projects demonstrating a thorough understanding of associated processes and technology</p> <p>Develop and manage key customer relationships, through regular reviews of contract performance with customers, understanding and managing needs and gaps</p> <p>Proactively deliver a quality installation to the satisfaction of our customers</p> <p>Implement the appropriate Morgan Sindall management, monitoring and control mechanisms, policies and procedures to ensure compliance and adherence to statutory and legal requirements and manage the projects risks and opportunities in line with company procedures</p> <p>Be accountable for, and deliver, high levels of performance in key areas of health and safety, environment, sustainability and quality and champion continuous improvement and best value, ensuring compliance with the quality systems which constantly support our Perfect Delivery philosophy</p> <p>Actively seek out, drive and promote service excellence, best practice and continuous improvement initiatives</p> <p>Manage the appropriate costs within the contracts, ensuring maximum utilisation of resources</p> <p>Ensure appropriate allocation of other (non-staffing) resources</p> <p>Coach and motivate the project team and lead by example</p> <p>Ensure inadequate team performance is recognised and handled appropriately</p> <p>Improve and develop mutual supplier relationships</p> <p>Continually review suppliers performance and share information</p> <p>Ensure all services and installations are designed, built and certified to the required standards and that all functions are carried out in appropriate manner</p> <p>Ensure that project costs are rigorously managed and expenditure is recorded accurately at all times</p> <p>Review and approve project management plans, health and safety plans, environmental work package plans (WPPs), and safe method of work plans (SMOWS)</p> <p>Work with the business unit senior management team to deliver annual business plan objectives, plans and budgets that meet Morgan Sindall budgets and targets</p> <p>Implement the business plan for projects, and manage and review performance of contracts against financial and operational targets</p> <p>Seek opportunities for business growth both within and outside the existing contract base</p>

	<p>Support bid development as required including planning bid strategy, resourcing optimal skills sets, overseeing solution development and planning, leading negotiations and tenders</p> <p>Ensure efficient management of the Company's resources; employees, suppliers and subcontractors</p> <p>Contribute to the development of key project staff</p>
Qualifications, training and technical knowledge	<p>Degree or HNC/HND qualified in a relevant technical discipline</p> <p>Awareness of the issues and processes within the customer's service areas</p> <p>Knowledge of all aspects of legislative compliance, including employment law, health and safety, and environment</p> <p>Good understanding of commercial issues affecting project performance and experience in assessing value / evaluating variations of construction works undertaken</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a business unit or area</p> <p>Good management skills with the ability to motivate employees to achieve high standards of compliance</p> <p>Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and quality</p> <p>Sound knowledge of the construction industry</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with senior management to set project and operational targets</p> <p>Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders</p>