

Project Manager – Level 2

Generic title	Manager – 1
General Description	<p>A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.</p> <p>They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team's performance and its impact on their area or project.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&E or Special Works) on a larger scheme or area office. In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office.</p>

Competencies

Achieving Results	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
Dealing with change	<p>Sees potential of new ideas and situations</p> <p>Take a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
Teamwork	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
Managing resources	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
Negotiation	<p>Understand the others point of view</p> <p>Make an objective and structure case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Can work well within tested frameworks of development to identify others needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance reviews to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p> <p>Build development plans with others</p>

Role definition

Summary of role	Successfully manage allocated multidisciplinary projects and their associated
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	<p>activities from conception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards.</p>
Responsibilities and accountabilities	<p>Oversee the successful delivery of projects to scope, target cost, quality, programme and completion encompassing 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 specific requirements 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 partner 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>Review financial spread sheets, and consider commercial improvements where appropriate</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>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 installed 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 the contract works, managing and reviewing 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 new projects staff</p>
Qualifications, training and technical knowledge	<p>Degree or HNC/HND qualified in a relevant technical discipline</p> <p>Proven experience of working with and managing contractors within a traditional construction project</p> <p>Sound understanding and experience in the application of safety legislation and corporate safety procedures, including CDM</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 self and colleagues to achieve high standards of compliance</p> <p>Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to deliver project and operational performance</p> <p>Sound knowledge of construction practices and standards</p> <p>Specialist knowledge in chosen field</p>