## Project Manager – Level 2

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| **Generic title** | Manager – 1 |
| **General Description** | 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.  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.  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. |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger picture  Drives well to achieve consistent results  Deliver a quality performance consistently |
| **Analytical thinking and decision making** | Rational and systematic analysis of situation to enable decisions on more varied issues  Questioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communication  Able to listen actively by which we mean hearing and interpreting what is said  Demonstrating sound questioning techniques |
| **Dealing with change** | Sees potential of new ideas and situations  Take 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  Take 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 plan for a familiar project or process  Interpret a plan and decide what resources are required  Bring resources together and ensure they are efficiently deployed  Able to call upon and manage diverse skills and methods to deliver results |
| **Negotiation** | Understand the others point of view  Make an objective and structure case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Can work well within tested frameworks of development to identify others needs  Use personal experience to build skills in other people  Use informal and formal performance reviews to target needs for development  Understand and recognise people’s current career needs  Coach and give feedback  Build development plans with others |

## Role definition

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| **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 and in accordance with Morgan Sindall standards. |
| **Responsibilities and accountabilities** | 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  Implement a full risk and value engineering management process where all risks and cost savings opportunities are identified and actioned  Ensure that project specific requirements are clearly communicated and understood throughout the project and to others, as appropriate  Provide direction, motivation and leadership to both internal staff and partner contractors engaged in providing technical support activities to the project  Responsible for all safety, health, environment and quality matters including driving excellence and championing continuous improvement  Advise the project team on project planning activities and initiatives and present recommendations and project delivery status updates to key customers and stakeholders  Review financial spread sheets, and consider commercial improvements where appropriate  Lead, review and challenge project budgets and forecast to ensure a consistent, challenging but deliverable approach is adopted  Deliver all projects demonstrating a thorough understanding of associated processes and technology  Develop and manage key customer relationships, through regular reviews of contract performance with customers, understanding and managing needs and gaps  Proactively deliver a quality installation to the satisfaction of our customers  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  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  Actively seek out, drive and promote service excellence, best practice and continuous improvement initiatives  Manage the appropriate costs within the contracts, ensuring maximum utilisation of resources  Coach and motivate the project team and lead by example  Ensure inadequate team performance is recognised and handled appropriately  Improve and develop mutual supplier relationships  Continually review suppliers performance and share information  Ensure all services and installations are installed and certified to the required standards and that all functions are carried out in appropriate manner  Ensure that project costs are rigorously managed and expenditure is recorded accurately at all times  Review and approve project management plans, health and safety plans, environmental work package plans (WPPs), and safe method of work plans (SMOWS)  Work with the business unit senior management team to deliver annual business plan objectives, plans and budgets that meet Morgan Sindall budgets and targets  Implement the business plan for the contract works, managing and reviewing performance of contracts against financial and operational targets  Seek opportunities for business growth both within and outside the existing contract base  Support bid development as required including planning bid strategy, resourcing optimal skills sets, overseeing solution development and planning, leading negotiations and tenders  Ensure efficient management of the Company's resources; employees, suppliers and subcontractors  Contribute to the development of new projects staff |
| **Qualifications, training and technical knowledge** | Degree or HNC/HND qualified in a relevant technical discipline  Proven experience of working with and managing contractors within a traditional construction project  Sound understanding and experience in the application of safety legislation and corporate safety procedures, including CDM  Good understanding of commercial issues affecting project performance and experience in assessing value / evaluating variations of construction works undertaken |
| **Attributes and skills** | Ability to work in a team environment contributing across a business unit or area  Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance  Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to deliver project and operational performance  Sound knowledge of construction practices and standards  Specialist knowledge in chosen field |