## 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 pictureDrives well to achieve consistent resultsDeliver a quality performance consistently |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communicationAble to listen actively by which we mean hearing and interpreting what is saidDemonstrating sound questioning techniques  |
| **Dealing with change** | Sees potential of new ideas and situationsTake a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues  |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan 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 influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for a familiar project or processInterpret a plan and decide what resources are requiredBring resources together and ensure they are efficiently deployedAble to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the others point of viewMake an objective and structure case with pros and cons Understand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can work well within tested frameworks of development to identify others needsUse personal experience to build skills in other peopleUse informal and formal performance reviews to target needs for development Understand and recognise people’s current career needsCoach 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 achievedImplement a full risk and value engineering management process where all risks and cost savings opportunities are identified and actionedEnsure that project specific requirements are clearly communicated and understood throughout the project and to others, as appropriateProvide direction, motivation and leadership to both internal staff and partner contractors engaged in providing technical support activities to the projectResponsible for all safety, health, environment and quality matters including driving excellence and championing continuous improvementAdvise the project team on project planning activities and initiatives and present recommendations and project delivery status updates to key customers and stakeholdersReview 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 adoptedDeliver all projects demonstrating a thorough understanding of associated processes and technologyDevelop and manage key customer relationships, through regular reviews of contract performance with customers, understanding and managing needs and gapsProactively deliver a quality installation to the satisfaction of our customersImplement 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 proceduresBe 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 philosophyActively seek out, drive and promote service excellence, best practice and continuous improvement initiativesManage the appropriate costs within the contracts, ensuring maximum utilisation of resourcesCoach and motivate the project team and lead by exampleEnsure inadequate team performance is recognised and handled appropriatelyImprove and develop mutual supplier relationshipsContinually review suppliers performance and share informationEnsure all services and installations are installed and certified to the required standards and that all functions are carried out in appropriate mannerEnsure that project costs are rigorously managed and expenditure is recorded accurately at all timesReview 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 targetsImplement the business plan for the contract works, managing and reviewing performance of contracts against financial and operational targetsSeek opportunities for business growth both within and outside the existing contract baseSupport bid development as required including planning bid strategy, resourcing optimal skills sets, overseeing solution development and planning, leading negotiations and tendersEnsure efficient management of the Company's resources; employees, suppliers and subcontractorsContribute to the development of new projects staff |
| **Qualifications, training and technical knowledge**  | Degree or HNC/HND qualified in a relevant technical disciplineProven experience of working with and managing contractors within a traditional construction projectSound understanding and experience in the application of safety legislation and corporate safety procedures, including CDMGood 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 areaGood management skills, with the ability to motivate self and colleagues to achieve high standards of complianceGood operational planning and time management skills; able to manage projects simultaneously without compromising on standards and qualityAbility to ensure standards and specifications are metAbility to work with colleagues to deliver project and operational performanceSound knowledge of construction practices and standardsSpecialist knowledge in chosen field  |