Role definition

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| Job title: | Project Manager |
| Reports to: | Head of Project Management |
| Direct reports: | Team leads specific to project delivery |
| Business unit: | BakerHicks | Location: | Manchester |

Summary

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| Under the direction of the Head of Project Management, the Project Manager will be responsible for a significant work stream value within the Professional Services business unit, including other Design and Project Managers.In operation they will successfully manage large scale and complicated multi-disciplinary detailed design or EPCM projects from inception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with BakerHicks standards. In the commercial arena they will take ownership of project commercial issues. |

Key objectives

Principal responsibilities and accountabilities

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| * To manage performance of enquiries or projects within budget (prime cost, fee, programme)
* To act as key interface with clients
* To achieve required quality standard in terms of E,P & CM as appropriate
* To ensure highest possible HSE standards are achieved
* Advise the project team on project planning activities and initiatives and present recommendations and project delivery status updates to key customers and stakeholders
* Prepare financial spreadsheets, summarise information and communicate results to key customers and stakeholders
* 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 quality to the satisfaction of our customers
* Implement the appropriate BakerHicks 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, design and engineering 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 projects, ensuring maximum utilisation of resources
* Ensure appropriate allocation of other (non-staffing) resources
* Coach and motivate the project team and lead by example
* Ensure inadequate team performance is recognised and handled appropriate
* Continually review sub consultants performance
* Ensure all services and installations are designed, built 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, and where appropriate health and safety plans, 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 sub-consultants
* Contribute to the development of key project staff
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Person specification

Qualifications and training

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| * Relevant degree plus can demonstrate significant successful high value and complex project management experience
* Preference for a member of the Association for Project Management and/or PRINCE 2 qualification. Detailed knowledge of at least one discipline (Arch, C&S, M&E, Cost Planning & Planning) and an ability to co-ordinate multi-disciplinary teams of designers.
* 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 works undertaken
* Specific experience in at least one of the sectors that the Professional Services business operates within
* Track record in the successful delivery of a design, with particular emphasis on multidiscipline and multi interface projects
* Experience in delivering projects in an EPCM environment
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Technical skills and experience

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| * Self-driven, results orientated with a positive and pro-active outlook
* Excellent line management skills, with the ability to motivate employees to achieve high standard of compliance and influence team building and culture
* Excellent interpersonal and stakeholder relationship building skills
* Excellent organisational, planning and time management skills; able to manage projects simultaneously without compromising on standards and quality
* Sound knowledge of the construction and design industry
* Ability to ensure standards and specifications around quality and compliance are met
* Ability to work with senior management to set project and operational targets
* Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders
* Shows an aptitude to coach and mentor staff
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