Role definition

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| Job title: | Project Manager |
| Reports to: | Rail Director |
| Direct reports: | None |
| Business unit: | BakerHicks | Location: | London  |

Summary

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| Under the direction of the Rail Director, this Project Manager will be responsible for significant projects within the Rail sector.In operation they will successfully manage large scale and complicated multi-disciplinary detailed design station, depot, electrification, track, or geotechnical projects from inception through to completion, including bidding. They will deliver work that meets project requirements, customer satisfaction and is in accordance with client requirements and BakerHicks processes. In the commercial arena they will take ownership of project commercial issues and would be expected to have knowledge of NR, TfL and NEC contracts.. |

Key objectives

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| To maintain or grow the actual gross margin from order receipt to customer acceptance To minimise the work in progress To meet the milestones agreed with the client To achieve client satisfaction of 80% perfect delivery To promote safety in design and at site. |

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 standards
* To ensure highest possible Railway HSE standards are achieved
* Advise the project team on project planning activities and initiatives and present recommendations and project delivery status updates to clients and stakeholders.
* Prepare financial spreadsheets, summarise information and communicate results to key clients 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 and an understanding of Primavera planning software and Projectwise.
* Develop and manage key customer relationships, through regular reviews of contract performance with clients, understand and managing needs and gaps and reporting monthly to internal project review board
* Proactively deliver quality to the satisfaction of our clients in line with the BakerHicks Perfect Delivery philosophy
* 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 project 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 within a Matrix organisation.
* Ensure appropriate allocation of sub consultant resources
* Coach and motivate the project team and lead by example
* Ensure inadequate team performance is recognised and handled appropriately
* Continually review sub consultant performance
* Ensure all services and installations are designed, built and certified to the required standards and that all functions are carried out in an 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
* Rigorously manage internal resources, and work with the engineering teams to achieve project goals and objectives
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Person specification

Qualifications and training

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| * Relevant degree or extensive project focused knowledge 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 (Civils, Architecture, M&E, Track, Electrification) preferred and an ability to co-ordinate multi-disciplinary teams of designers and site investigation specialists
* 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 the Rail Sector
* Demonstrable successful delivery of a design, with particular emphasis on multi-disciplinary and multi interface projects
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Technical skills and experience

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| * Excellent line management skills, with the ability to motivate employees to achieve a 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
* Self-driven, results orientated with a positive and pro-active outlook
* Sound knowledge of the Rail Consultancy industry
* Working knowledge of ProjectWise and Primevara P6.
* 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 leadership skills and the ability to staff.
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