

Job title	Project Manager	Date October 2024
Reports to (title)	Senior Project Manager/Head of Projects	
Contract/Department	Operations	Revision 1
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

Responsibility for the successful management of cross-functional teams to deliver defined project outputs safely and effectively on time, within budget and to agreed quality standards.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Accountability for all phases of the project delivery cycle, aligned to the Royal Institute of British Architects (RIBA) Plan of Work including defining, designing, planning, budgeting/financial, delivery, commissioning and handover.
- Prepare project specifications and co-ordinate design briefs in consultation with the client, EMCOR UK colleagues and specialist consultants/advisors as required.
- Produce commissioning, handover and asset change schedules for witnessing by the client, as required.
- Agree the appointment of specialist consultants/advisors/contractors with the client and EMCOR UK account management team. This includes the management, appointment and delivery oversight of the Principle Contractor (PC) and Principle Designer (PD) Duties in accordance under CDM2015.
- Manage project quotation submissions to the client and associated approvals/purchase orders, including all relevant planning, Building Safety Act and environmental consents.
- Tender projects works in accordance with EMCOR UK Procurement Policy and standards/processes.
- Prepare and refine budget costs and maintain ongoing budgetary control, including delivery of routine financial reporting requirements.
- Develop, manage and routinely report against a project delivery plan, including critical paths and float as required.
- Maintain close working and reporting relationships with the client and other project stakeholders to manage expectations, solve problems and respond to emerging requirements/variations.

- Schedule and attend regular pre, build and post-build meetings with the client, EMCOR UK colleagues and specialist consultants/advisors (as required), focusing on project assurance (Project Safety Inspections and Site Audits), Quality Hold Points, delivery timescales, risks and cost management.
- Ensure all works are managed in accordance with EMCOR standard operating procedures and Health and Safety regulations, including supply chain partner management, site access control and permit to work management.
- Ensure RAMS are produced and submitted for review to determine suitability and sufficiency whether work is outsourced to a supply chain partner or delivered by an in-house team.
- Liaise with the support administrators regarding organising any out of hours or weekend working including the control of supply chain partners, ensuring both site security and the client are aware of any out of hours works. This work includes the issue and control of permits to work issued to supply chain partners.
- Ensure detailed and accurate record keeping is maintained at all times and available for Client audits as required.
- Deputise for the Senior Project Manager as required.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Line management responsibility for project team members including project co-ordinators. Functional authority for supply chain partner management and all associated specialist consultant/advisor activity.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

Essential Experience:

- Demonstrable project management experience within the FM, M&E, construction, or engineering sector.
- Thorough understanding and practical evidence of implementing H&S, CDM guidelines, RIBA, design liability, the tender process, contractor selection and control.
- Working knowledge of HSE documentation, requirements and application of legislation, Approved Codes of Practice (ACOP), British Standards and industry best practice.

- Demonstrable experience of project financial and commercial management.
- Proven experience of leading and managing a multi-disciplinary team.
- Fully IT competent, specifically regarding project scheduling and programming software.
- Demonstrable skills in dealing and working closely with internal and external customers and suppliers on complex and interrelated issues.
- To be able to communicate at all levels, with excellent written and oral skills.

Education/Training:

Minimum:

- Recognised qualification in project management, e.g. Prince2, APM, PMP certification.
- City and Guilds or NVQ Level 3 or higher in a relevant FM, construction or engineering discipline.
- IOSH or NEBOSH certificate.

Desirable (all must be valid and in-date):

- Membership of (or willingness to work towards) Full Membership of the APM.
- CITB SMSTS.
- CSCS black card holder.
- CMI Level 5 in management & leadership.
- Training in CDM2015 and Building Safety Act regulations.

Behaviours:

- Strong moral and personal integrity.
- Proficient communicator, motivator, and influencer.
- High level organizational ability.
- Ability to demonstrate accountability and responsibility for their own and their team's actions.
- Commitment to safe practices and methods of working.
- Must be willing to undertake company standard internal training workshops and support organisation EMCOR UK project management improvement activities.

Job Description

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

UK travel will be required.
 Must hold a valid UK Driving Licence.
 Required to wear corporate PPE.
 To have a professional approach to work alongside our prestige customer/s.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>				
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>