

Job Description

Job title	Senior Project Manager	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

Managing the MWE project and associated delivery team across multiple locations. The Senior Project Manager will be expected to ensure the cost effective and timely delivery of all contractual obligations and service provisions. Good project and people management skills are essential.

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.

Be responsible for the P&L on the MWE works and to lead and direct operational activities in order to maintain and improve VFM for both QinetiQ and EMCOR UK

Develop strong relationships with customers staff and their representatives applying Key Account Management principles in order to foster good working relationships at every level and optimise the commercial position of EMCOR

Lead and inspire the delivery teams and employees within the MWE works toward the cost-effective delivery of our contractual obligations in such a way to meet all stakeholders expectations

Conduct joint site inspections and audits with stakeholders – ensuring actions are disseminated appropriately and actions closed out in an agreed timeframe.

Engage in tender activities with supply chain and partners – developing cost effective delivery solutions for the client.

Ensure the MWE works have suitable, qualified and experienced teams in place within an appropriate reporting structure, by deploying appropriate HR strategies to recruit, develop, motivate and retain the required management capabilities

Develop cost effective mobilisation, transition and operational plans to ensure that the commercial and operational deliverables are met within agreed timescales

Responsible for the production and implementation of project programmes for the MWE works

To actively engage and lead on lessons learned reviews and other progress meetings as required with the client and other stakeholders

Ensure that all operational activities are conducted in accordance with standard EMCOR policies and procedures; in particular: -

Health, Safety, Quality and the Environment

Financial Reporting

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Commercial and legislative

HR and Employee Welfare

EMCOR Standards of Conduct and Code of Ethics

Develop an organisational culture, which reflects the EMCOR Brand and core values of the business, such that a positive employee relations climate and working environment of continuous improvement is created in order to drive demonstrable value to the client and make life easier for all

To actively and positively promote the image of EMCOR and the wider EMCOR Group at all times and to maintain good working relationships with clients, suppliers and other external parties

Resource responsibilities

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

Person specification

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

A thorough knowledge of project services within the UK

An effective and progressive leader with experience of directing and developing multi-disciplined teams across wide geographical territories

An experienced leader of change with the ability to lead and direct others towards acceptance of new business ideas, methods and working practices. A clear understanding of transformational leadership and an ability to change organisations, culture and behaviours

A driver of people and projects with a very strong commercial awareness and a track record of achievement on complex and demanding contracts and accounts

A proven track record of setting up and managing supply chain partners, multiple suppliers and sub-contractors

A natural leader with obvious gravitas and charisma to stand out amongst others and the ability to bring the best out of people

Strong commercial acumen

Determination and resilience to achieve objectives and targets when faced with increasing operational difficulties

An ability to identify and drive through 'win-win' solutions when even under considerable or sustained

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<p>pressure</p> <p>The energy and infectious enthusiasm to get things done</p> <p>Full UK Driving Licence essential.</p> <p>Willing to travel</p>

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.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

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