

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

## Job purpose

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

Responsibility for the alignment and integration of project delivery with EMCOR UK company strategy. Provide oversight of project managers and cross-functional teams to deliver defined project portfolio 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.

- Responsible for the P&L across a range of complex, high-value projects and to lead and direct operational activities in order to maintain and improve Value for Money (VFM) for both EMCOR UK and our customer.
- Take responsibility for the monitoring and reporting of all assigned projects to relevant stakeholders, including programme/progress, cost control, risk, opportunities, potential exposure and proposed solutions.
- Develop and maintain strong working relationships with clients, clients staff and their representatives applying Key Account Management (KAM) principles in order to foster good working relationships at every level and optimise the commercial position and goof reputation of EMCOR UK.
- Coach, mentor, lead and inspire the project delivery teams towards the safe, effective and cost-efficient delivery of our contractual obligations to deliver stakeholder expectations.
- Conduct joint site inspections and assurance audits with stakeholders – ensuring actions are recorded and disseminated appropriately, corrective actions assigned where required and closed out within agreed timescales.
- Engage in tender activities with supply chain and partners – negotiating and developing cost effective delivery solutions for the client.
- Ensure all project teams have suitable, qualified and experienced teams in place within an appropriate reporting structure, deploying appropriate HR strategies to recruit, develop, motivate and retain the required project management and delivery capabilities.

- Develop cost effective mobilisation, transition and operational plans to ensure that the commercial and operational deliverables are met within agreed timescales.
- Responsible for overseeing the production and implementation of project programmes for all project works inside portfolio.
- 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 EMCOR UK policies and procedures; in particular: -
  - Health, Safety, Quality and the Environment
  - Financial Reporting
  - Commercial and legislative
  - HR and Employee Welfare
  - EMCOR Standards of Conduct and Code of Ethics
- Develop an organisational culture, reflective of the EMCOR UK Brand and Core values, to create a positive employee relations climate and working environment of continuous improvement.

## Resource responsibilities

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

Responsible for Project Managers, Project Co-ordinators, Supply Chain management, and full financial management of in-scope projects.

## Person specification

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

### Essential Experience:

- Significant project management experience within the FM, M&E, construction, or engineering sector, including high-value and complex projects.
- Thorough understanding and practical evidence of implementing H&S, CDM guidelines, RIBA framework, design liability, tender process, supply chain selection and control.
- Demonstrable experience of project financial management and commercial acumen.
- Proven experience of transformational leadership and management of a multi-disciplinary team, specifically focusing on driving continuous positive improvement and

best business practices.

- Fully IT competent, specifically regarding project scheduling, programming and technical software including Microsoft Projects, PowerBI and Visio, and (desirable) Simpro, Matterport, Revit and BIM.
- 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 verbal reasoning skills.

## **Education/Training:**

Minimum:

- Recognised qualification in Project Management: Prince2, APM, PMP certification.
- City and Guilds or NVQ Level 4 or higher in a relevant FM, Construction or Engineering discipline.
- IOSH certification.

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

- Bachelor's degree in project or business management or related areas of study.
- Masters in Business Administration (MBA).
- NEBOSH certification.
- CITB SMSTS certification.
- 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.
- Versatile and adaptive approach to achieving goals.
- Strong people-management attributes, including professional development and conflict management.
- High level of organisational ability.
- Ability to demonstrate accountability and responsibility for their own and their team's actions.
- Commitment to safe practices and methods of working.

# 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.

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

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

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