

# Job Description

Job title	Head of Projects	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

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

Due to planned and very exciting growth we are looking to employ an Head of Projects who can combine strategy development with tactical delivery to lead operational activities across a Portfolio of a key customer sites.

Managing a team of managers and reporting into the Project Director, we will be looking to you to ensure the cost effective and timely delivery of all project obligations and service provisions. Focus on building relationships with all managers, clients, operational and FM team across the UK is a key part of the role, as is the ability to hit the ground running. Good project and people management skills are essential.

This is a role with exciting scope for growth into a Head of Project role for the right candidate. We look for people with a positive, can-do attitude and the ability to fit into and take leadership of a fast-growing team

## 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 to the Project Director for the P&L of the Account and to lead and direct project activities in order to maintain and improve the net profitability of the business
- Develop strong relationships with client 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 UK
- Prepare with the Project Director an annual business plan and budget for the contract portfolio
- Carry out regular monthly Project reviews of P&L accountability; including progress of projects; quality; H&SW; Relationships
- Manage sub-contractors effectively both financially and commercially. Ensure all EMCOR procurement processes and procedures are followed
- Develop and maintain relationships with all the clients departments including those of the operational and FM teams
- Ensure we maintain accurate site contract administration files
- Ensure management and close supervision of site-based EMCOR UK staff, off site EMCOR support staff when visiting site and sub-contractors
- Provide leadership and direction to site-based staff and Project Managers, developing skills matrix and development plan
- Take ownership of projects and provide support as and when required
- Ensure correct skill & competence levels of site-based team to meet the contract scope
- Preparation of the monthly report for the Project Director and Client, listing all relevant site-based activities that occurred during the month including proposals and tenders completed
- Be conversant with all statutory compliance processes and procedures such as CDM 2015; Building Regulations; British Standards; RIBA Stages and those set out within a specification
- Ensure that all EMCOR policies, procedures and standards are in place and adhered too
- Ensure the Projects has suitable, qualified and experienced management teams in place within an appropriate reporting structure, by deploying appropriate HR strategies to recruit, develop,

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motivate and retain the required management capabilities

- 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

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
- A thorough knowledge of Project Management services within the UK such as Civils; Fit Out; Life Cycle replacement and Energy
- 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
- Ability and experience in developing strong relationships with key customers to support account development and long-term sustainable and profitable tenure
- A proven track record of setting up and managing supply chain partners, multiple suppliers and sub-contractors
- Educated to degree level and a member of a relevant professional institute

## 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.

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- 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
- An obvious empathy with customers and clients, an ability to quickly grasp their needs and an ability to galvanise resources to satisfy clients demands
- An ability to quickly grasp changing needs and the talent to translate these into operational reality
- An ability to identify and drive through 'win-win' solutions when even under considerable or sustained pressure
- A self-starter who is not afraid to challenge received wisdom and has the resilience to pursue legitimate business aims and objectives
- The energy and infectious enthusiasm to get things done
- Extensive experience within a similar management role
- Appropriate trade qualifications either Electrical or Mechanical of fabric
- Management and leadership training
- Coaching / Development
- Good IT skills including Excel, MS Projects, Office 365, PowerPoint and Word
- Must be able to demonstrate leadership qualities
- A good Level of interpersonal and customer relationship skills
- Valid full driving licence

## 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	

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