



## JOB DESCRIPTION

Job title
Senior Project Manager
Name of person or job role reporting to
Patrick Delany (Operations Director)
Responsibilities
<ul style="list-style-type: none"><li>• Lead and manage a portfolio of projects - ensuring projects are delivered on time, to budget, to customer expectations and in-line with Absolute brand values (Trust – Quality – Contemporary Technology).</li><li>• Ensure all project communication is well managed – ensuring client expectations are managed and delivered on.</li><li>• Lead and manage project resources – employed staff and subcontractors to ensure successful project delivery.</li><li>• Manage project H&amp;S – ensure RAMS etc complete and followed and H&amp;S delivery happens.</li><li>• Work with operations support to ensure projects are well managed and activity support is prioritised.</li><li>• Project material and equipment management – on time, right price, ensure any supplier issues are managed and resolved.</li><li>• Follow process for successful project delivery - ensure all aspects are well led and happen to the expected quality and standard.</li><li>• Ensure sales to operations handover process happens - ensure process of handover happens for a successful project outcome.</li><li>• Ensure project financials are managed – including on time accurate applications / billing, project cashflow management and that agreed client retentions are managed. Provide forecast and WIP valuation in line with company requirements. Ensure project Cost To Complete (CTC) are reviewed / reconciled and investigate variances.</li><li>• Manage and drive project pre-start meeting, ensuring necessary agreements and requirements are communicated and agreed. Ensure effective communication across all key stakeholders.</li><li>• Drive / support continuous improvement for operations processes – delivering efficiency and effectiveness.</li><li>• Check, review and agree customer and supplier contract terms – ensuring no significant risks or issues.</li><li>• Ensure time is allocated accurately and effectively to projects.</li><li>• Complete Post Implementation Review (PIR) for projects once closed out – report and build on key learning for future.</li><li>• Ad hoc projects and support to meet needs of business.</li><li>• To ensure maximum flexibility and to reflect the Company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration.</li></ul>



<b>Qualifications/Experience</b>
<ul style="list-style-type: none"><li>• Electrical/Civil Engineering degree qualified</li><li>• Business Management/Construction Management degree qualified</li><li>• Minimum of 15 years' experience operating as a Snr Project Manager/Project Manager</li><li>• Demonstrate HSE leadership qualities and lead by example</li><li>• Fully aware of CDM regulations applicable to construction Projects</li><li>• Project Management methodology experience and/or professional qualification</li><li>• Lead workshops on Project Risk Management and Control</li><li>• Lead in Procurement processes and procedures including contracts and subcontract</li><li>• Stakeholder engagement and management skills with customers and third parties</li><li>• Skilled communicator both verbal and written</li><li>• Ability to analyse and challenge data when appropriate to ensure completeness and accuracy of documentation</li><li>• Coach and mentor Project Engineers and Project Managers either on a day to day basis or by leading in the Project Management functional workshops across other functions within the business</li><li>• Full UK driving licence with own transport essential.</li></ul>
<p>I hereby agree that I have read and understood the job description.</p> <p>Signed _____ Date _____</p> <p>Name _____</p>