

# Project Manager Job Profile



R7M-HR-TEM-001  
Rev C1 20190204

## Job Description

<b>Job Title/Name:</b>	Project Manager		
<b>Reports to:</b>	Contracts Manager	<b>Responsible for:</b>	QS. Project Engineers.
<b>Location of post:</b>	Head Office / Site of Operations	<b>Department:</b>	Projects
<b>Duration:</b>	Permanent		

### Purpose of job:

To ensure that projects are delivered in accordance with the required engineering and quality requirements of the contract to budget, both time, revenue and cost.

### Job outline:

The role of the Project Manager is to carry out their role at head office and site or operations level in accordance with the companies required technical and QHSE standards on a "right first time" basis and to the required budget.

The person will be competent in working in and around the marine environment, together with the development of method statements and risk assessments and construction phase plans / project execution plans in accordance with CDM 2015 regulations.

Overseeing the construction process to manage the project in relation to programme, budget and delivering innovation.

At all times the role will be supported by the Marine Operations Manager who is responsible for the management of the labour and plant, the Lead Engineer who carries responsibility for the engineering requirements of the projects and the Works Manager who oversees all works activities.

The role requires good interpersonal and organisational skills and meticulous record keeping with attention to all detail.

A solid commercial awareness is expected with a basic knowledge of the more commonly used forms of contract such as the NEC or ICE Small works form.

### Main Responsibilities:

- To manage and oversee Red7Marine projects;
- To maintain site progress, scheduling, financial records and as-built information;
- To lead, manage, motivate and mentor all project personnel;
- To implement the designated Engineering, Planning and Control processes and procedures for the contracts in accordance with the business requirements;
- To actively pursue excellence on site and suggest improvements to processes which will be of benefit to the job;
- Creation of the weekly programmes and monitor critically against them;
- To manage the setting out for the project and to alert the Lead Engineer if support is required;
- To interface with the site team throughout the project life cycle to ensure their requirements are met and to flag issues where appropriate;
- The management and coordination of engineering consultants and subcontractors/suppliers to deliver services as required;

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- Preparation of Method Statements Risk Assessments and construction phase plans/project execution plans for review and approval by Client representatives.

## **General Duties:**

- To manage and assist with project tenders by providing technical support and information;
- The completion of pre-qualification questionnaires for project ITT's;
- Any other duties which may reasonably be required which are commensurate with the skills and abilities of the post
- The following general duties are intended to both support the business and develop wider business and industry awareness in the incumbent:
  - To research codes, standards and regulations in support of tender and project work;
  - To assist with obtaining pricing (quotes) in support of tenders, when required;
  - Were practical participate in business development including exhibitions and conferences.

## **Responsibilities – Specific to Quality, Health & Safety and Environmental (QHSE) Management Systems:**

- To comply with the Quality, Health & Safety and Environmental Policies and Management Systems and to take reasonable care of your own Health and Safety and that of others that may be affected by your acts or omissions;
- To cooperate with your employer to enable the employer to comply with their duties;
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interest of Health, Safety or Welfare;
- Report all accidents & incidents (a near miss is considered an incident) to the Head of QHSE and Business Improvement;
- Comply with specific QHSE requirements of sites run by Red7Marine or others;
- Work within relevant QHSE codes & standards in planning and executing work;
- To report any environmental issues and concerns, and to suggest improvements;
- To comply with waste management & recycling arrangements.

## **Qualifications and experience:**

- Degree in an engineering discipline;
- Track record of project management on marine sites of construction.
- A minimum of 5 years experience working in the Marine Construction Industry preferred.