

Employee		Job Title	CEM
Department	Operations	Location	Waterloo
Line Manager	Operations Director	No. of Direct Reports	0

Job Purpose
Manage and coordinate design and technical engineering aspect of our project delivery.
Key Accountabilities
<p>Manage and perform CRE and CEM functions:</p> <ul style="list-style-type: none"> • Manage Design and delivery of all projects by ensuring the effective and efficient delivery of required project outcomes by exceeding client expectations on programme, cost and quality • Ensure the team is fully aware of any impact on cost, quality and timely delivery of the design teams work • Ensure all project outcomes meet and aim to exceed the customer expectations • Day to day management of direct reports and providing the strategy / leadership to achieve the business / contract objectives • Management of sub contract design and designers where necessary • Manage risk, commercial issues and compliance processes and procedures in relation to Quality, H&S, Environmental Management and other policies • Create and manage a design library and tap into existing libraries • Complete appointments for all consultants and surveys • Establish and manage the documentation and deliverables completion processes • Verify & control status of consultants and subcontractors drawings and specifications & maintain registers • Production of a Contractor's Proposal document in liaison with other internal departments. • Preparation of Briefs for structural investigations, surveys and monitoring • Budgetary management of tender design fees and preparation of detailed design fee estimates • Review the design with respect to mitigating Health and Safety issues prior and during construction • Designer liaison including design review meetings, progress & performance reporting, and design change control • Liaison with Clients, approval bodies and other relevant third parties • Input to analytical & interpretative reports on technical and commercial factors • Review and integration of designs on behalf of the contractor, including interrogating drawings and other technical documentation • Leading evaluation of added value options and participation in value engineering meetings • Overseeing where applicable the BIM process and liaising with our BIM Information managers • Assist with the development of the Design programme and then Management of information and delivery in line with the programme and IRS • Prepare reports and present at monthly Bid and Contract reviews the progress of the Design and relationships on their project • Brief new standard changes as applicable

IMS Processes and Procedures
You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:
<ul style="list-style-type: none"> • Audit • Nonconformance and Corrective Action • Document Control • HSQE Documentation • Risk Management • Project Delivery Management • Design Management • Temporary Works

KPIs
You will support and help the company achieve the KPI's as defined within the Sustainable Business Plan.

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Uncontrolled when downloaded or printed				Document owner:	Head of HR	Page 1 of 2	

Job Requirements

Qualifications:

- Degree or equivalent in a relevant discipline. Chartered or Incorporated of a relevant institution preferable.

Experience:

- Rail Industry experience is a must and previous CRE / CEM competencies held
- Experience within the Construction Industry
- Demonstrable experience of management and leadership of a significant time period
- Experience and a proven track record of successful service/operational delivery and business operations
- Experience of Pre-Construction stage processes

Competencies & Training Requirements

Technical Proficiency:

- Understanding of the relevant engineering, service or technical disciplines
- Knowledge of operational/project delivery and site experience of major schemes
- High degree of commercial awareness Knowledge of local Design teams
- Knowledge of BIM and PAS 1192
- Knowledge of Rail in particular the NR GRIP process and Network Rail design requirements
- Knowledge and good understanding of relevant regulations and statutory guidance

Leadership Imperatives:

- Ability to build relationships and interact effectively with all stakeholders
- Good presentation skills and ability to work in teams with an ability to think strategically, imaginatively and develop clear sighted, concise well-articulated plans

BCM Leadership Behaviours (for any role):

- **Lead by Example** - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others.
- **Go Above and Beyond** - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development.
- **Better Together** - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success.
- **Stick to the Agenda** - understand broader impact of your decisions, align actions with our Core Values and Strategy.
- **Build Trust** - always deliver on your commitments in an honest and transparent manner.
- **Improve Continuously** - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

Declaration

By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM Policies & Procedures, in conjunction with any additional clients' requirements.

Name:			
Signature:		Date:	

Deputising Duties

The undersigned have been briefed and understand the above job description and responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).

Name	Position	Location	Date Briefed	Signature