

Employee		Job Title	Project Manager
Department	Operations	Location	Office / site based
Line Manager	Regional Manager	No. of Direct Reports	

<p>Job Purpose</p> <p>To lead end-to-end project cycles to ensure safe delivery of the project to time, cost and quality requirements.</p>
<p>Key Accountabilities</p> <p>Project management and delivery</p> <ul style="list-style-type: none"> Ensure projects are delivered in accordance with the terms of the contract Produce contract programmes within the timescales set out by the contract, providing the client with contractually determined progress updates Produce a weekly programme update with assistance from Project Planners Take responsibility for ensuring projects are delivered in compliance with the BCM IMS (which provides compliance against relevant ISO Standards) Complete document deliverables matrix <p>Health & Safety, Quality, Environment</p> <ul style="list-style-type: none"> Take responsibility for the safe delivery of projects and compliance with all relevant HSQE requirements Write the project CPP, QMP and WPPs when required Ensure site records are maintained as per requirements detailed within the IMS (including inductions, competencies, site registers, completed ITP's) Assist and input in the development and implementation of key project Environmental documentation including the EMP, SWMP, etc. Ensure ITP's are produced in accordance with the Quality Plan Complete H&S File Agreement Form Conduct project audits and supplier evaluations as per IMS Audit procedure and project audit schedule Ensure non-conformance is managed in accordance with company procedures Brief out HSQE Toolbox Talks as relevant Carry out Lessons Learnt reviews as required <p>Commercial</p> <ul style="list-style-type: none"> Raise Early Warning Notifications and Change Requests as per Commercial procedure Prepare Clause 14 / NEC Contract Programme Authorise Internal Requisitions, Purchase Orders and Procurement Schedules <p>Client relationship management and development</p> <ul style="list-style-type: none"> Keep the client informed on the development of the project, request and act on the feedback Assist in the production of Project Case Studies <p>Meetings & Reporting</p> <ul style="list-style-type: none"> Attend internal project start up meetings Instigate HSQE Start up meetings Instigate and manage Weekly Construction meetings Attend CVR & Project Management meetings Attend 10 Week Lookahead meetings Complete Project Periodic Report <p>People Management</p> <ul style="list-style-type: none"> Line Manage Construction Managers on the project Manage the develop the team, setting and reviewing annual objectives Identify any training, mentoring and coaching required Provide support and advice to ensure all project are being delivered to a high level of quality <p>Finance</p> <ul style="list-style-type: none"> Assist in reviewing monthly budget to build with Regional Managers and reconcile against current resource and material levels

Issue no.:	2	Date:	Feb 2019	Parent document:	HR Procedures	Filing location:	Held with HR
Uncontrolled when downloaded or printed				Document owner:	Head of HR	Page 1 of 3	

IMS Processes and Procedures	
<p>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:</p>	
<ul style="list-style-type: none"> • Accident & Incident • Audit • Nonconformance and Corrective Action • Document Control • Engineering Design Management • Electrification • HSQE Documentation • Hours Worked - Fatigue 	<ul style="list-style-type: none"> • Inspection & Testing • Project Delivery Management • Planning • Risk Management • Rail Compliance • Site Set Up & Welfare Procedure • Temporary Works • Commercial and Procurement • Subcontractor Management

KPIs
<p>Business</p> <ul style="list-style-type: none"> • Oversee project performance - on time, within budget • Ensure project reports submission - periodic <p>Safety</p> <ul style="list-style-type: none"> • Control Lost Time Injury Frequency Rate (LTIFR) - 0.20 • Control Close Call Reporting Frequency - 1:200Hrs • Control Accident Frequency Rate - 0.00 • Customer Satisfaction Rating - >4.0 <p>Quality</p> <ul style="list-style-type: none"> • Audit Frequency (measured against site hours) - 1:600Hrs • No Major Defects (rework greater than £2,500) - 0 <p>People</p> <ul style="list-style-type: none"> • Employee Satisfaction Survey Participation Rate - 90% • Conduct individual meetings with direct reports - monthly • Ensure PDPs submission - 100%

Job Requirements	
<p>Minimum 5 years experience as Construction Manager (or 4 years as APM / 3 years as PM) People management experience</p>	
Competencies & Training Requirements	
<p>Planning & Scheduling Implements project control to aid successful planning, execution and monitoring to ensure the project is delivered safely and to programme.</p>	<ul style="list-style-type: none"> - <i>Understanding of Primavera P6 basic level</i> - <i>Understanding of SSOWP NR Standards 044 and 019 (e-learning module)</i>
<p>Delivery Implements project within budget, meeting all milestones with in the P6 programme.</p>	<ul style="list-style-type: none"> - <i>CSCS card to relevant level</i> - <i>PTS</i> - <i>Manager's Environmental Awareness Training</i> - <i>Temporary Works Appreciation</i>
<p>Project Management Monitors progress against the programme to ensure it is up to date and reflects actual progress.</p>	<ul style="list-style-type: none"> - <i>APMG Project Planning & Control™ Foundation and Practitioner (or working towards), or PRINCE</i> - <i>CIOB Member and or ICE Member</i>
<p>Project Documentation & Reporting Ensures all project documentation is in place from a HSEQ perspective. Ensures reporting data is being collated.</p>	<ul style="list-style-type: none"> - <i>Understanding of the BCM IMS</i> - <i>Advanced MS Office skills training / experience</i>
<p>Stakeholder Management Pro-actively manages clients' expectations and satisfaction.</p>	<ul style="list-style-type: none"> - <i>Communications / negotiations / influencing skills training</i> - <i>Leadership programme</i>

Change Management Controls and captures any variation or change to the schedule or scope of the project.	- <i>NEC and NR Suite Contract awareness training</i>
Auditing Conducts audits as per audit procedure.	- <i>Internal auditor training</i>
Safety Controls and advises on health and safety on the project.	- <i>SMSTS / IOSH Managing Safely, EFA</i> - <i>Temporary Works Coordinator</i>
Leadership Line Management duties.	- <i>Middle Managers Course</i>

BCM Leadership Behaviours (for any role):
<ul style="list-style-type: none"> • 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.

About us
<i>BCM Construction are an inclusive organisation and equal opportunities employer. We are committed to providing an environment free from discrimination, bullying, harassment or victimisation, and where all employees are treated with respect and dignity. We aim to create a culture of diversity where all employees are valued for their contribution and individuality, and where everyone has an equal chance to succeed.</i>

Declaration			
<i>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.</i>			
Name:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>

Deputising Duties															
<i>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).</i>															
<table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Location</th> <th>Date Briefed</th> <th>Signature</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Position	Location	Date Briefed	Signature										
Name	Position	Location	Date Briefed	Signature											