

Employee		Job Title	Project Manager EV Charge points
Department	Operations	Location	Office / site based – London or Midlands
Line Manager	Regional Manager	No. of Direct Reports	2-4

Job Purpose

We are a vibrant, forward looking mid-sized business operating in several infrastructure construction market sectors. We are a growing business with strong values and a vision to provide clients with a tailored approach to delivering social value through successful infrastructure projects.

Due recent successful business diversification, we are looking to recruit a Technical Project Manager to lead end-to-end project cycles to ensure safe delivery of the project to time, cost and quality requirements on Electrical vehicle charging points (EVCP) for a major player in the industry throughout the South East, South West and Midlands regions.

We operate in a sector where demand is expected to outgrow supply and where the attraction and retention of good people must be our primary focus. We seek to provide our people with a working environment that is rewarding and challenging, where people can enjoy working, feel valued and develop their skills.

Our employees understand and live by our values which breeds passion and quality to the forefront of performance where our culture is fair and good work is rewarded. We have strong desires around delivering a Social Value Impact through our recruitment strategies by aligning our business with strategic sourcing partners such as the military, welfare to work providers, young offender rehabilitation institutions, and youth development charities.

We are committed to offering social value support to people from our local communities; you can take part in numerous events to positively impact our communities.

BCM are proud and committed to maintaining and building upon our diverse and inclusive culture, ensuring people from all walks of life can add value to our business allowing our employees to thrive. We are a growing business, and we are expanding our geographic footprint from our London HQ. We currently have circa 80 (white collar) full time employees which we envisage growing steadily.

However, we plan to directly employ a proportion of our (blue collar) site operatives going forward, to provide more opportunity for a Social Value impact to be landed and allow the business to grow through self delivery by empowering our employees to take pride and respect in the work they do.

Our main office is based in London. This role will require travel across the UK so could be based between London & the Midlands.

The role is overseeing the full life cycle and delivery of projects across the country. This is a great opportunity for someone with experience in the EV Charging industry to grow & develop within the business, or an experienced Project Manager to become a subject matter expert and assist in leading the business to reach its goals within the EVCP market.

The role requires experience of working with DNO clients and the ability to manage the roll-out and installation of sites.

Key Accountabilities

Project management and delivery

- 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

Health & Safety, Quality, Environment

- 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

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- 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
- Commercial**
- 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
- Client relationship management and development**
- Keep the client informed on the development of the project, request and act on the feedback
 - Assist in the production of Project Case Studies
- Meetings & Reporting**
- 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
- People Management**
- 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
- Finance**
- Assist in reviewing monthly budget to build with Regional Managers and reconcile against current resource and material levels

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:

- | | |
|--|-----------------------------------|
| • Accident & Incident | • Inspection & Testing |
| • Audit | • Project Delivery Management |
| • Nonconformance and Corrective Action | • Planning |
| • Document Control | • Risk Management |
| • Engineering Design Management | • Site Set Up & Welfare Procedure |
| • Electrification | • Temporary Works |
| • HSQE Documentation | • Commercial and Procurement |
| • Hours Worked - Fatigue | • Subcontractor Management |

KPIs

Business

- Oversee project performance - on time, within budget
- Ensure project reports submission - periodic

Safety

- Control Lost Time Injury Frequency Rate (LTIFR)
- Control Close Call Reporting Frequency
- Control Accident Frequency Rate
- Customer Satisfaction Rating

Quality

- Audit Frequency (measured against site hours)
- No Major Defects

People

- Employee Satisfaction Survey Participation Rate
- Conduct individual meetings with direct reports - monthly
- Ensure PDPs submission - 100%

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Job Requirements	
<ul style="list-style-type: none"> Extensive experience in the Installation, Maintenance or Design of EV charging equipment Hands on experience with installation, commissioning, and servicing of EVCP's Strong organisational and teamwork skills A proactive approach with an ability to learn new technologies A proven understanding of all H&S regulations, policies, standards, and legislation Knowledge of 'The Code of Practice for Electric Vehicle Charging Equipment Installation' (IET) <p>Qualifications:</p> <ul style="list-style-type: none"> 17th or 18th Edition Wiring Regulations A higher qualification in Electrical, Electronic or Systems Engineering 	
<ul style="list-style-type: none"> 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>
<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>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>
<p>Change Management Controls and captures any variation or change to the schedule or scope of the project.</p>	<ul style="list-style-type: none"> - <i>NEC Contract awareness training</i>
<p>Auditing Conducts audits as per audit procedure.</p>	<ul style="list-style-type: none"> - <i>Internal auditor training</i>
<p>Safety Controls and advises on health and safety on the project.</p>	<ul style="list-style-type: none"> - <i>SMSTS / IOSH Managing Safely, EFA</i> - <i>Temporary Works Coordinator</i>
<p>Leadership Line Management duties.</p>	<ul style="list-style-type: none"> - <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:			
Signature:		Date:	

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>				
Name	Position	Location	Date Briefed	Signature