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Job Description

Employee		Job Title	Project Manager		
Department	Operations	Location	Kent/Sussex		
Line Manager	Head of Rail civils	No. of Direct Reports	2-3	Safety Critical	Y

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 Project Manager to lead end-to-end project cycles to ensure safe delivery of the project to time, cost and quality requirements on rail civils projects throughout the South East.

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.

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 rail civils and infrastructure industries to grow & develop within the business. Some who is an experienced Project Manager to become a subject matter expert and assist in leading the business to reach its goals within the market.

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
- 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

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- 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

You will support and help the company achieve group and departmental objectives and KPI's

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

- Extensive experience in the Installation, construction and deliver of infrastructure projects
- Rail civils experience ideally
- 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 with in the industry

Competencies & Training Requirements
Qualifications:

- APM
- Civil Engineer (not essential)
- PTS tickets
- OLEC 1
- CSCS card

Leadership Behaviours (for any role):

- **Collaboration** – We believe in the power of working together.
- **Continuous Improvement** – We learn, innovate and change our tomorrow.
- **Safety & Wellbeing** – We stay on the safe side and care for each other.
- **Productivity & Efficiency** – We add value through productive and efficient ways of working.
- **Proactive Ownership Mindset** – Everyday we personally make a difference to create value.

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 company 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