

Job Title:	Project Manager	Position Type:	Full-time
Company:		Travel Required:	Frequent site/client visits
Location:	Glasgow office	Reports To:	Line Manager & Directors

Job Description & Specification

Job Summary

You will be responsible for the management, execution, and successful completion of Turn-key Heavy Lift Projects won by the company. This is a key role in the company as delivering projects on time and to budget is essential.

Role and Responsibilities

Your key responsibilities within in this role will be the project management of one or more Turnkey projects which will include:

- Fully understanding the scope of the project, including the contractual terms under which the project is to be delivered.
- Managing personnel, sub-contractors, physical and financial resources to deliver the project
- Liaising with clients, sub-contractors and other stakeholders to establish effective working relationships
- Project planning, including scheduling and resource allocation requirements
- Produce and maintain project governance documents (plans, registers, etc.)
- Produce and deliver written and verbal progress reports to customers and senior management.
- Manage project risks and opportunities
- Financial control of the project including:
 - Prepare project budgets for approval
 - Managing project costs and budget during project delivery
 - Issuing invoices on time and protecting company cash flow
 - Obtaining quotations from sub-contractors and suppliers
 - Preparing contract variations for contract changes or provision of additional services.
- Undertake Project Administration activities as required.
- Ensure adherence to company QA/HS&E procedures and project governance requirements
- To assist with the promotion of the company in writing of contract records, press releases and newsletter entries
- To assist tendering and contracts team when bidding for new projects
- Take part in or lead project reviews at different stages of the project life cycle

Primary Objectives

- Deliver projects on time and on budget
- Ensure project scopes are met
- Ensure invoices are correct and go out in a timely manner
- Meet the client's needs and maintain good communication links
- Ensure stakeholders are well informed throughout the project life cycle

Required Knowledge, Skills, and Abilities

- Organised – the role requires good organisational skills to ensure the work is carried out on time

- Diligent – delivery of projects is reliant on staff being responsible and ensuring their tasks are carried out properly and on time
- Good communicator – project success is based on maintaining good lines of communication between clients, sub-contractors, project staff and management.
- Technical Understanding – Prior experience in delivering technical orientated projects within logistics, construction or engineering industries is desirable
- Competency in Microsoft Office – project work includes the extensive use of Word, Excel, Outlook
- Fully conversant with Microsoft Project.
- Numeracy – dealing with invoices, quotes and expenses requires a good standard of numeracy

Qualifications and Experience Requirements

- A formal project management qualification (Practitioner, PMQ or equivalent) *and*
- Previous experience as a Project Manager on technical or engineering orientated projects within the Defence, Oil & Gas, Logistics or Renewable Energy sectors.
- Experience of creating and managing Earned Value Management Systems.
- Full Conversant with Microsoft Project.
- Previous experience of Marine Contracting and Charter Parties would be advantageous.
- Previous experience of working on site in an industrial or engineering setting.
- A valid and clean driver's license – required for attending meetings and site work

Physical Demands

The job requires that you are physically able to

- Communicate effectively on the phone, in person and via email
- Sit or stand at a desk and operate a computer via keyboard and mouse
- Travel to meetings in UK and abroad independently
- Complete an ENG 1 Medical.

In addition there may be requirements for you to attend on site and you should be physically capable of the following:

- Standing for long periods of time
- Working in inclement weather
- Accessing ships and barges via gangways and ladders
- Working long (12 hour) shifts

Work Environment

You can expect to be performing the responsibilities of this job in an office environment for the majority of the time.

Other environments you may have to work in include:

- Client's Offices for attendance at meetings and secondments
 - Exposure to an office environment that company have no control over
- Fabrication sites
 - Exposure to hot works, overhead crange and high noise environment
- Ports, for managing internal personnel, sub-contractors and site meetings
 - Exposure to the elements, heavy plant, crange and unprotected edges
- Ships/Barges for managing internal personnel, sub-contractors and site meetings
 - Exposure to the elements, heavy plant, crange, hot works, unprotected edges and enclosed spaces

All necessary PPE and training will be provided by the company before you are asked to work in high risk environments.

Security Requirements

You must be capable of satisfactorily completing the Baseline Personal Security Standards (BPSS) check.

This document will form the basis of the annual appraisal review.