

ORGANIZATIONAL CONTEXT

Job Title	Project Manager
Job Code	Specialist – 2 or 3
Grade	4-5
Affairs	Asset Affairs
Department	Roads O&M
Section	Enablers
Team	Project Management Office
Date last updated	25 March 2014

JOB CONTENT

Role Objective

1. To manage a portfolio of multidisciplinary or single discipline projects in accordance with the requirements of the Project Quality Plans.
2. Responsibility to deliver or exceed the Company's agreed financial expectation for the projects portfolio in terms of value, margin and cash.
3. To act a bid manager on tenders for tender opportunities.
4. Carry out line management duties, as required.
5. Deputise for Senior Project Manager or Contract/Business Manager, when required.

Job Roles & Responsibilities

1. Maximise operating efficiency, so that projects portfolio is delivered in compliance with the Project Control System to agreed standards and targets. Implement quality improvements when opportunities arise. Deliver revenue within agreed budgets.
2. Define and manage programme of projects, update regularly and ensure that activity managers have sufficient capable resources to meet deadlines.
3. Maintain regular liaison with all stakeholders and employees on the progress of projects. Forecast and monitor the financial performance of the projects portfolio, providing regular (minimum monthly) detailed reports, comparing actual and forecast performance to plan expectations and explaining variations.
4. Ensure robust WIP conversion through prompt invoicing.
5. Ensure compliance with Health, Safety, Environmental and Assurance regulations.
6. Conduct weekly reviews with Activity Managers and/or project teams
7. With support of commercial team, ensure that contracts are in place before work commences including sub contracts and purchase orders for suppliers and sub consultants. Approve expenditure within limits of delegated authority.
8. Manage, develop, coach and motivate employees in the project team.
9. Maintain and develop key client contacts to maximise future business opportunities. Support the development of new business by involvement on key client management process, tendering and winning work.

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential

- Degree or equivalent qualification in suitable engineering discipline.
- Membership of recognised engineering / project management institution.

Desirable

- 5+ yrs significant post-graduate experience including previous experience in a related industry sector with experience in the management of design projects.

Technical requirements

- Demonstrates ability to implement and meet targets.
- Computer literate and thoroughly conversant with MS Office suite
- Experienced in the use of project management software
- Knowledge of financial and contract management control systems.
- Demonstrates ability to implement and meet targets
- Proven ability to lead a team

The Individual

- 5-10 year experience in a related industry sector with experience in project management
- Enthusiastic, energetic and able to work with diverse resources to obtain timely accurate data
- Able to implement and support a customer-centric approach.
- Able to manage, develop and motivate a team
- Ability to communicate at all levels within the organisation