

Role Title	(Construction) Project Manager				
Job Family	Project Management	Sub Category	Project Management	Grade	C5
Behaviours	<ul style="list-style-type: none"> Making Effective Decisions Working Together Delivering at Pace 				
Purpose	Deliver medium scale and complexity construction projects to time, quality and cost in accordance with programme/project plans and customer requirements.				



FCDO Services

Key Accountabilities

- Manage multi-functional teams within a Construction project, developing and coaching junior staff and peers in project management principles and techniques
- Schedule work packages and milestones or effective project delivery
- Establish the supply chain for the project and add to the pipeline forecasting work to ensure adequate resource planning and the optimum use of FCDO Services resources
- Monitor and record financial and other resources within the project to stay within budget and to provide updates to the Project Board in accordance with the governance arrangements
- Manage construction project deliverables and requirements to time, budget and quality, working within the FCDO Services governance model
- Perform internal and external stakeholder mapping and implement communications strategy and planning work to identify and understand stakeholder requirements, interests and influences and to manage their expectations
- Embed rigorous project risk and change management processes and procedures, escalating issues where appropriate
- Prepare tender packs and manage construction contracts from contract award to completion

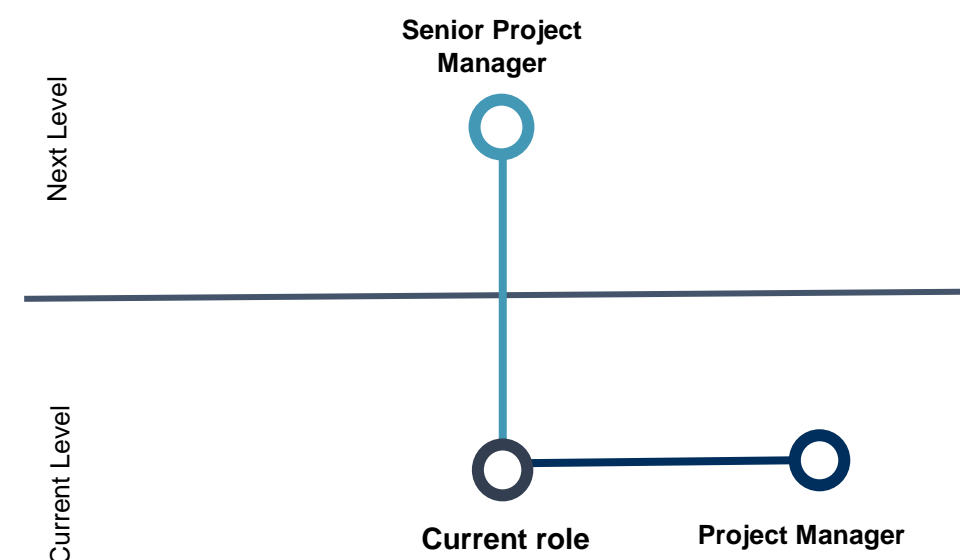
Authority and Scope

- Financial planning and management of projects circa £2-5M to ensure delivery within the agreed cost forecasts and to agreed revenue targets
- Deliver projects to time, quality and cost, in compliance with internal processes, policies and all Health and safety requirements
- Continual management (identification, assessment, control and mitigation planning) to minimise any negative impact from project risk
- Planning, engagement, tasking and cost effective utilisation of resources to ensure project performance against agreed targets and cost effective delivery
- Effective and documented application of robust Change Management processes and procedures within projects
- Proactive engagement of specialist expertise to ensure timely and innovative solution development.
- Compliance with FCDO Services standards, processes and procedures including relating to project level forecasting, variation control and management

Internal and External Communications

- Project Board to agree plans, report progress, authorise changes and manage risks
- Other teams to manage their contribution according to the agreed project plan
- External Contractors/consultants to agree costs and review progress of work
- Provide accurate and consistent project reporting to project stakeholders to communicate progress and any changes to the plan

Potential Next Career Moves



Skills

- Resource Management
- Stakeholder Management
- Contract Management
- Cost Management
- Risk Management
- Coordinate and consolidate project plans
- Deployment of resources
- Specialist software systems and tools
- Planning and organising
- Task Management
- Project Management

Qualifications, Knowledge and Experience

Essential

- Prince 2 Practitioner, APM PMQ, ISEB Certificate in Project Management or equivalent
- Managed major construction projects from inception to completion
- Applied project management methodologies in project design, development and implementation
- Specific domain understanding and experience, in terms of the operation, maintenance and deployment of using NEC3/4, GC works, FIDIC contracts and documentation in procuring construction
- Health and Safety knowledge and experience in construction and CDM2015 regulations
- MS Project or equivalent project planning tool experience

Desirable

- Membership of one of the following: RIBA, RICS, ICE, IStruct E, CIBSE
- Knowledge or experience in Project Management products such as M_o_R® and M_o_V®
- Knowledge of analysis techniques, business and/or systems, and their application in a project environment
- Understanding of FCDO Services financial and commercial processes;
- Understanding of the operation of the FCDO Estate
- Experience of delivering projects in diverse geographical locations