



Job Description

<u>Role Title</u>	Senior Project Manager (Construction)		
<u>Business Group</u>	Engineering and Operations		
<u>Job Family</u>	Project Management		
<u>Job Purpose</u>	Deliver large complex construction related projects to time, quality and cost in accordance with programme/project plans and customer requirements		
<u>Organisation Chart</u>	<pre> graph TD A[Director of Engineering & Operations] --> B[Head of Project Management] B --> C[Principal Project Manager] C --> D[D6 Senior Project Manager (Construction)] D --> E[C5 Project Manager] E --> F[C4 Project Manager] </pre>		
<u>Date Updated</u>	21/05/2024	<u>Grade</u>	D6

KEY ACCOUNTABILITIES

- Manage multi-functional teams within a project or projects, developing and coaching staff in project management principles and techniques
- Line management of C5 and C4 Project Managers including development, coaching and mentoring of other Project Managers and project support staff
- Manage Project teams and create the environment and drive to allow the team to identify and implement efficiency initiatives and innovations which will reduce the cost of delivery of projects.
- Schedule projects including major work packages and milestones for effective 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
- Identify opportunities to develop repeat and additional business from existing customers as well as new business
- develop successful customer and stakeholder relationships evidenced by customer feedback and achievement of project KPIs to assist in the smooth running of projects
- Embed rigorous project risk and change management processes and procedures, escalating issues where appropriate
- Ensure projects delivered adhere to FCDO Services Health & Safety policies, processes and procedures.
- 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

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Essential:

- Prince 2 Practitioner, APM PMQ, ISEB Certificate in Project Management or equivalent
- Experience in using NEC3/4, GC works or Fidic contracts and documentation used in procuring construction projects
- Applied project management methodologies in the design, development and implementation of multidisciplinary construction projects
- Deployed large complexity projects in a secure environment
- Led teams and managed people
- Experience of relevant Health & Safety standards and procedures including Construction Design Management 2015

Desirable:

- Membership of one of the following: RIBA, RICS, ICE, IStruct E, CIBSE
- Membership of Professional project management body (APM or Equivalent)
- Experience of delivering projects and working overseas
- Knowledge or experience in Project Management products such as M_o_R® , MSP® and M_o_V®

CIVIL SERVICE BEHAVIOURS

Top three for job:
 Making Effective Decisions
 Managing a quality Service
 Commercial Awareness

SUCCESS INDICATORS

Success measured and evidenced by:

- Financial planning and management of projects circa £5 - 20M to ensure delivery within the agreed cost forecasts
- 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
- 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.
- Procurement of construction capability via the use and management of NEC contracts
- Compliance with FCDO Services standards, processes and procedures including relating to project level financial forecasting, variation control and management
- Pro active stakeholder management and structured communications with customers, contractors/consultants and internal FCDO Services teams.
- Effective line management of staff including day to day management, devising and agreeing development plans and conducting timely annual performance reviews in line with FCDO Services HR policies and procedures

<u>Budget and Authority</u>	Delegated authority Employee Job Level 600 <ul style="list-style-type: none"> • Requisitions/Change orders – 150,000 • Expenses £15,000 • Project Budgets - up to £20M
<u>Reports to:</u> (Role Title and Grade)	Principal Project Manager D7
<u>Direct Reports:</u> (Number and grades of staff)	Up to 6 Project Managers grades C5 and C4