



SENIOR PROJECTS MANAGER JOB SPECIFICATION

ACCOUNTABLE TO

- Operations Director

ROLE

- To be responsible for all aspects of the day-to-day operation of individual projects under your control, from formal receipt of file through procurement and installation of materials to the preparation of final account and job handover.
- Primary focus will be on NI Water Base Maintenance contracts throughout Northern Ireland and/or Irish Water Capital Delivery contracts in the Republic of Ireland.

LOCATION

- Head Office, Newry (remote working option available depending on experience)

RESPONSIBILITIES

- At all times to work within the provision of the company's ISO Quality, Environmental and Health Safety Procedures
- To ensure the Operations Director is kept informed of works progress and project performance
- To take ownership of contracts from start to completion to handover to client
- To purchase equipment and sub-contract services at the most advantageous rates
- To ensure the completion of individual contracts within budget and within the agreed time frame
- To liaise and support framework partners on individual projects in NI and ROI
- Prepare CAD drawings as and when required for contracts
- To attend site progress meetings with contractors and customers
- To liaise with and support site engineers on their day-to-day job requirements
- To liaise and support sub-contract personnel on site
- To ensure work on site is carried out safely and in accordance with current H&S guidelines

- To actively improve gross profit margins on jobs through efficient contract management
- To manage risks and opportunities on projects and deliver improvements and client satisfaction
- To represent the Company professionally in all dealings with customers, framework partners, suppliers and work colleagues
- To attend and report at Company Management Meetings when required
- To achieve individually agreed objectives for the year

REQUIREMENTS

- A formal qualification in a relevant Engineering Discipline
- A minimum of 4-5 years post qualification experience in an engineering Environment
- Experience working on NI Water and/or Irish Water contracts
- Competent with Autocad drawing software and MS Project Management software
- High level of IT skill in use of MS Word, Excel, Teams use etc.
- Excellent people management skills and problem-solving abilities
- Strong verbal and written communication skills
- Experience in reading, interpreting and responding to technical specifications