

JOB TITLE	Project Manager
LOCATION	Aberdeen
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

- To lead Project Management, taking responsibility for end to end service delivery.
- To act as the key, day to day client interface, ensuring that client objectives are met and that projects are delivered to time and cost targets and the appropriate quality standards.

JOB RESPONSIBILITIES & DUTIES

- Advising at a strategic level at the project conception stage, including providing advice on the different approaches that can be adopted in order to successfully achieve the client's overall objectives.
- Leading the establishment of the overall success criteria for the project, including time, cost, technical and performance parameters.
- Planning for and the ongoing management of quality, safety, health and environment issues.
- Establishing effective project governance, processes and systems to be utilised throughout project.
- Project planning, including ensuring the production of the detailed project plan.
- Advising upon the procurement of resources.
- Leading and facilitating the overall cross-functional project team.
- Monitoring and applying performance management techniques, including the use of KPI's to improve project performance.
- Managing the change control process.
- Monitoring and advising upon project finances.
- Managing the flow of project information between the team and the client, through regular meetings and written communications.
- Ensuring the production of formal project progress and other reports.
- Taking a leading role in interfacing with the client and other consultants, at all project stages.

Marketing and business development, to include –

- Taking responsibility for developing new business opportunities with existing and new clients.
- Identifying and acting upon cross-selling opportunities.
- Working with Associate Directors and Directors to construct bids for new work.
- Attending formal client pitches with Assistant Directors and Directors.
- Ensuring that project case study, photograph and project CV files are kept up to date.
- Identifying and acting upon opportunities to improve project management products and services.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Degree qualified in relevant discipline.
- Experience managing Manufacturing projects, ideally in a consultancy environment.