



JOB TITLE	Project Manager - UK
LOCATION	Southampton
REPORTING TO	Regional Operations Lead
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

Supporting the mobilisation of personnel to both onshore and offshore austere locations worldwide. Responsible for the entire delivery phase of client projects, acting as focal point for client stakeholders. With autonomy to make decisions at an operational level and developing individual and client account relationships.

JOB RESPONSIBILITIES & DUTIES

- Responsible for running client accounts at project level, including individual and client contract management, building and maintaining contract management plans, and assisting with negotiations of new client contracts/existing client renewals.
- Act as first point of contact for field associates and client stakeholders within assigned projects.
- Management of day-to-day queries including escalation, when necessary, to senior colleagues or other departments.
- Utilise excellent organisational, people management, time management and problem-solving skills to ensure projects are delivered on time and within budget.
- Manage all activities associated with implementing and executing projects, coordinating with other departments as required.
- Attend client sites to launch projects, coordinating all elements of project kick-offs, including organisation of client meetings.
- Conduct field associate management processes: compliance on deployment, ensuring field associate files are maintained with current certificates and qualifications; manage (and conduct where required) inductions/ onboardings for new field associates and issue associated project critical information
- Monitor day-to-day project operations, report on profitability and performance, and recommend actionable improvements when necessary.
- Own, communicate and troubleshoot any potential or actual issues, problems, risks, or additional project information which could impact the project, client or company.
- Advise and deliver innovative solutions to unexpected or novel problems which may occur during the course of project delivery.
- Accountable for resourcing requirements, interacting directly with the Talent team to ensure accurate and timely resource solutions are provided to all projects.
- Negotiate and maintain cost-minimal relationships with global project delivery partners
- Produce, communicate and maintain risk mitigation documentation, including risk assessments.
- Conduct and manage outcomes of project level audits both horizontal and vertical.
- Deliver special internal projects – either individually or as part of a team – such as efficiency and optimisation programmes. Be prepared to lead such initiatives.
- General administrative duties as required.
- Any other duty as required by your line manager commensurate with the post.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

Education and Experience:

- 2+ years of experience in a similar role within the oil and gas, renewables, offshore, recruitment, or security risk management sectors.
- Understanding of commercial metrics and financial management principles.
- Educated in the execution of project management (Prince 2, APM, Agile, etc) - (Preferred)
- Maths educated to Diploma (US)/GCSE (UK), or equivalent, level.

Computer Skills:

- Proficiency in Microsoft Office applications, and general computer & technology literacy.

Required Knowledge, Skills and Abilities:

- Strong problem-solving skills with ability to manage multiple tasks simultaneously.
- Demonstrated proficiency in project management and customer relationship management software.
- Excellent interpersonal and communication skills, with the ability to build relationships and present effectively to stakeholders.
- Demonstratable understanding of commercial metrics (margins, costs, projections etc)
- Time management – planning and prioritising workload.
- A self-starter with effective and demonstrable negotiating skills.
- Ability to rapidly assimilate and understand information and deliver solutions to complex challenges at short notice.
- Excellent administration and organisational skills.
- Effective presentation skills to internal and external stakeholders.
- Keen attention to detail.
- A good understanding of risk and mitigation.
- Ability to work under pressure.
- Flexibility towards working hours and willingness to travel nationally and internationally as required.
- Effective use of Microsoft 365 Applications including, Word, Excel, PowerPoint and SharePoint.

Language Skills:

Ability to read, respond to and comprehend instructions and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Able to clearly articulate complex issues simply and present new ideas persuasively

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.