

JOB TITLE	Project Manager
LOCATION	Aberdeen
EMPLOYMENT	Permanent
REPORTS TO	Operations Director

DESCRIPTION OF FUNCTION

Based in Aberdeen, the Project Manager role is to effectively and safely manage and execute a project, to an agreed specification, scope, quality, timescale and budget; ensuring the on-time delivery and achievement of budgeted margin and cashflow. Report on performance of project with respect to safety, on time delivery, financial aspects. The projects vary from studies, equipment supply and aftermarket service/supply projects.

Key Accountabilities –

- Maintain positive client relationship
- On-time delivery of the project
- Quality of finished product
- Project Margin
- Cash flow

Key Interfaces –

- External interfaces: Client, Supply Chain, other external stakeholders.
- Internal Interfaces: Tender Team, Engineering team, Accounts, Management team.

Working Requirements –

- Physical environment: Majority of the work is carried out in the local office or at local offsite locations however some overseas travel may be required.
- Working hours according to local regulations and Company's policy.
- Within reason, an expectation to align with working hours of project key stakeholders.

JOB RESPONSIBILITIES & DUTIES

The Project Manager is responsible for the following key activities:-

- Clearly defining and communicating the Project scope of supply within the Project team and wider organisation.
- Managing the project schedule, identifying the critical path issues and developing mitigation actions to ensure on-time delivery.
- Demonstrating the best HSE behaviours and engaging with all project stakeholders in HSE matters and compliance with HSE requirements.
- Project Risk Management, identification of risks and mitigation action plans.
- Development of effective working relationships with Customers, the PM being the central point of contact.
- Leading a Project team of internal department members, the Project Manager will motivate, set objectives and targets, take accountability for actions taken and develop a team working approach.
- Project Financial Management, disseminating costs /budgets to internal departments and tracking of these costs to the budget.

- Identify project changes to the original scope and create Change Requests for approval internally and externally, in order to maximise profit.
- Provide project forecasts for completion of equipment, services, cash milestones & margin.
- Understand the projects contractual requirements and ensure the business adheres to them.
- Delivery of cash milestones & revenues into the business per forecast.
- Preparation/approval of project reporting (internal and external).
- Ensure compliance to internal management processes.
- Creation and execution of procurement strategy/plan.
- Ensure procurement activities follow agreed plan and meet the needs of the project.
- Assist in managing sub vendors and supply chain.
- Ongoing management and review of project resources, identifying future requirements to management.
- Maintain Lessons learned registers and contribute to ongoing improvement initiatives.
- Ensure that relevant invoices, milestone payments and Variation Order requests are submitted to the client in a timely manner.
- Approval of Supply chain Invoices are aligned with the PO/Contract.
- Participate in & run internal or external project review meetings.
- Work closely with the tender team to create/develop proposals, budgets, incorporating feedback/lessons learned into new projects/proposals.
- Identify new business opportunities within project, whether directly or indirectly related to the existing scope.
- Identify areas for improvement and report to management.
- Development of effective relationships with internal departments, vendors and customers.
- Mentoring of Project Co-ordinators, Administrators and more junior Project Managers.
- Ensure Health & Safety procedures are adhered to.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Degree qualified (e.g. Eng, Business, Supply Chain) or relevant Project management qualification or 3+ years experience in a similar project management role.
- Excellent communication & Interpersonal skills
- Experience of project planning and cost control management.
- Presentation and negotiation skills.
- Problem solving ability.
- Leadership skills to include ability to motivate colleagues to achieve on-time delivery.
- PC skills to include, Microsoft Office, MS Project, PowerPoint, Excel, Word.
- Some understanding & experience of contracts & legal terminology.
- Have the initiative & ability to work by themselves and as part of a team.
- Must be proficient with common project management tools and practices.
- Flexibility and adaptability within role to meet the demands of changing project and organisational needs.
- Ability to adhere to deadlines whilst delivering to a high level of accuracy.
- Self-motivator.
- Excellent organisational and housekeeping skills.
- Ability to work in a multi-cultural environment.
- Ideally some experience and working knowledge of ERP/MRP systems.