

Job Description

Main Purpose of Position

To safely deliver project, product or integrated services to time, scope and cost in an environmentally friendly way.

Specific Areas of Responsibility

Client Management

- ✓ Refine, interpret and agree schedule, specification/scope and value, proactively ensuring all stakeholders and partners are fully informed
- ✓ Manage information, communication and activity relating to the scope of supply including aspects such as:-
 - project strategy
 - programme
 - quality
 - health & safety, environment aspects
 - risk assessments (incl. H&S and project)
 - terms and conditions
 - procedures and work instructions
 - method statements
 - contract risk assessment
- ✓ Liaise with resource/department managers and support personnel to enable project completion to time, cost, scope and quality. (design, manufacture, procurement, accounts).
- ✓ Act as focal point of contact for client ensuring client expectations are managed proactively, diplomatically and constructively and that clients are kept informed and aware of project status throughout.
- ✓ Manage and influence any change to the project, controlling activity and information which will underpin successful project delivery. (PVN's)
- ✓ Agree timing and format of status reports to client. Compile reports in a timely manner.
- ✓ Provide prompt and accurate information as necessary in order to facilitate invoicing and cash recovery against the predetermined contract terms.

Resource & Configuration Management

- ✓ Manage all projects with adherence to company procedures, within pre-determined project strategy, conditions, schedule and budgets.



- ✓ Consider methodology and changing workloads with respect to the project strategy at key stages of the project.
- ✓ Investigate availability and suitability of different resources and, as necessary, discuss proposals with design, manufacture, procurement and accounts departments.
- ✓ Ensure project control procedures are applied to generate effective quality checks. Investigate and eliminate bottle-necks due to technical or resource inadequacies.
- ✓ Assign work through functional heads in order to achieve optimum delivery.
- ✓ Influence and direct the supply chain and procurement personnel to ensure successful procurement and delivery to budget, safety, quality and environmental requirements.
- ✓ Liaison with sub-contractors and material suppliers on technical elements of project support and delivery.
- ✓ Identify project risks and ensure mitigation is applied. Inform department managers of any areas of special difficulty, delineate problems and as necessary refer to appropriate managers for solution.
- ✓ Apply to the Head of Business Delivery Director, including where appropriate the Managing Director and Head of Business Delivery, for the release of Risk funding if risks occur.
- ✓ Monitor work activity and progress in conjunction with the appropriate manager / function head to ensure all projects run within programme and plan.
- ✓ When necessary discuss and agree work priorities with other project managers and department managers.
- ✓ Manage budgets as specified in the project plan and to control all cost elements during progress through to completion.
- ✓ Report on process and progress.
- ✓ Review and prepare Project Status Reports, presenting recommendation / action improvement plan / remedial activity as necessary.
- ✓ Set goals for deliverables for internal colleagues / functions.
- ✓ Manage and communicate all elements of change control. Ensure the work scope does not change without client acceptance of change to value and time as necessary.



Co-ordination & Liaison

- ✓ Contribute to Business Creation (Sales) and success of current projects by the internal referral and communication of appropriate information and intelligence, together with any project-specific information.
- ✓ Recognise the potential impact of own actions for the Company, clients and suppliers and act in appreciation of this at all times.
- ✓ Provide comprehensive and effective communication to underpin effective working relationships across all Company, Site and Function Heads.

Technical Competency & Development

- ✓ Actively participate in continuous improvement of the company, department, personnel and self.
- ✓ Ensure personal, professional, technical and engineering competency through continuing professional development.
- ✓ Enhance the potential of others by coaching and mentoring as appropriate.
- ✓ Formulate and manage own personal training plan and development activity with the Head of Business Delivery.

Additional Tasks

- ✓ Carry out any other tasks within the job holder's capability as requested by the Head of Projects.

Reporting Relationships

Reports to: Head of Project

Standards

- ✓ Compliance with company procedures and policies.
- ✓ Display a professional, acceptable attitude and image for all work associated with and undertaken on behalf of NIS Ltd.

Signed [TITLE]:

Date:

Signed [LINE MANAGER]:

Date:



Person Specification

Qualifications	Essential	Desirable
Relevant qualification degree or above	✓	
Significant practical experience	✓	
Membership of appropriate professional institutes		✓

Experience & Knowledge	Essential	Desirable
Significant experience in another role	✓	
Delivery of engineering and manufacturing based projects		✓
Experience in the Nuclear sector	✓	
Experience of people management	✓	
Liaison with sub-contractors		✓

Skills & Abilities	Essential	Desirable
Excellent negotiation, listening and influencing skills at all levels	✓	
Leadership and team working skills within own area and across the business	✓	
Manage and communicate all elements of change	✓	
Control, refine, interpret and agree schedule, scope and value	✓	
Managements of budgets/ cost control	✓	

Other	Essential	Desirable
To work in accordance with NIS policies and procedures	✓	
Create and execute work plans	✓	
Agree timing and format of status reports	✓	
Experience in risk management/ monitoring		✓
Actively participate in continuous improvement		✓
Security Clearance (DV)		✓

