

# Role profile



**Job title:** Senior Project Manager

**Grade:** DP

**Discipline:** Project Management

## Role purpose:

The Senior Project Manager will be responsible for the overall delivery of large or complex projects, ensuring the project team comply with design brief and profitability of the overall programme.

## Accountabilities:

- 1) Ensure client requirements are met with regards to project design, overall programme and the construction or implementation of the project including change control.
- 2) Advise the client on the preparation of the client design brief and form of contract.
- 3) Ensure that detailed project and programme budgets, timetables and programmes are prepared and approved by the client and adhered to throughout the contract.
- 4) Monitor and review detailed project budgets and programmes ensuring clients are informed regularly of changes and the impact of those changes.
- 5) Prepare detailed business plans of capital, revenue and income projections to support applications for funding and prepare applications for funding.
- 6) Ensure that contracts are prepared and signed.
- 7) Manage the preparation and issue of valuation and completion certificates.
- 8) Ensure that all client requirements are identified and agreed with the client.
- 9) Responsible for identifying new business opportunities.
- 10) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
- 11) This role requires frequent travel to other offices and sites as required .
- 12) Carry out duties appropriate to the grade of the post .
- 13) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 14) Demonstrate personal commitment to the Norse Way CSR strategy.

## Qualifications:

- 1) Professional membership of the Association of Project Management or can demonstrate significant relevant experience – Essential
- 2) Bachelor's Degree or equivalent in a related discipline – Essential
- 3) Holds a current site card or is prepared to immediately attain – Essential

## Skills and knowledge:

- 1) Extensive experience in a similar or related role - Essential
- 2) Proficient in the use of Microsoft office suite - Essential
- 3) Extensive experience of building works of all sizes, including improvement and new build contracts- Essential
- 4) Familiar with relevant Construction, Health and Safety legislation and familiar with risks and hazards associated with asbestos.- Essential

## Competencies:


<b>Improving for excellence</b>	<b>Level 3</b>	<b>Commercial focus</b>	<b>Level 2</b>
<b>Drive for results</b>	<b>Level 3</b>	<b>Customer focus</b>	<b>Level 3</b>
<b>Effective decision making</b>	<b>Level 3</b>	<b>Managing positive relationships</b>	<b>Level 3</b>
<b>Thinking with vision</b>	<b>Level 1</b>	<b>Leadership and development</b>	<b>Level 2</b>

## General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

<b>Creation date:</b> 26 <sup>th</sup> October 2016	
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This role profile has been reviewed and validated by the Group Director – Human Resources.