

Senior Project Manager



Job Purpose:

The provision of full support to the on site operational staff.

Be fully conversant with the objectives / obligations of the contract and/or project and their role in ensuring that these are achieved. Take lead control of small to medium contracts

Main Duties:

- Attend project hand over meetings with the project senior management teams and agree delegation hierarchy.
- Allocate suitable engineering resources to match specific project needs.
- Co-ordinate together with the quantity surveyor procurements schedules defined at hand over and over-sees the site management of them.
- Construct utilising available contract resources detailed construction programmes for the projects they are in direct control of and agree them with both the senior management team and the client.
- Compile a risk register for each contract and ensure that the risk are managed as to mitigate as much as possible to the company
- Ensuring that a suitable health, safety and environmental plan is produced and approved prior to project commencement.
- Agree target costs for particular areas of contracts and monitor against these with the site-based team.
- Assist in the production of project overview information and attend client tenants meeting.
- Analyse financial costs and target costs with the project quantity surveyor and provide forecast statements for review by the senior management team.
- Review site documentation on a weekly basis to ensure compliance with current procedures.
- Analysing weekly tracking programmes to ensure that project targets in relation outputs are been achieved.
- Identifying shortfalls within the project team and implementing changes to alleviate / minimise the impact of such discrepancies.
- Liaison with clients on a day-to-day basis to ensure a full understanding of their requirements while maintaining Vital Energi's contractual obligations.
- Assist in the preparation sub contract procurement packages by the quantity surveyor and evaluation as to suitability on their return
- Ensuring that the works are carried out in accordance with the employers' requirements and are fit for purpose.