

Job Description

Project Manager

Reports to

Operations/Contracts Manager

Direct and Indirect Reports

Site/Works Manager

Our Mackley Mission

“To be nationally recognised as an innovative leader throughout the civil engineering and construction industry through sustainable growth”

Our Vision and Values

- **Professionalism:** Our technical expertise enables us to deliver quality projects safely, on time & at realistic cost. We are recognised for our professionalism; quality, honesty, integrity, safe working, reliability, and consideration to the environment as an established company.
- **Teamwork:** We build effective conscientious teams with, approachability, trust, loyalty and respect for others.
- **Relationships:** We maintain and develop relationships with excellent communication, caring for others, and approachability throughout our business.
- **Leadership:** We pride ourselves on our reputation as a leader of considerate problem solving and the continuous achievement of success is our unrivaled reward.
- **Innovation:** We are an innovative leader, adding value, being creative in problem solving and meeting the challenge. We expect these behaviors of each other.

Job Purpose

Previously a senior experienced Site Manager with proven track record who is able to manage large or multiple smaller projects with minimal supervision from a Contracts Manager. Ability to make good decisions & demonstrate high standards of management, customer care, health & safety, environmental & quality management. This is a highly motivated individual with the ability to multi-task, focussed on successful service & repeat work opportunities. Must also recognise the need for ownership of a contract & focus the site teams attention on safety, cost & production issues to gain an accurate long-term picture of how the project is & will perform.

Accountability

Quality

- Work to & within the Mackley Integrated Management System, company procedures, policies & regular communicate with your line manager. Regularly review & update relevant procedures.
- All routine contract records for payment & cost accountability, including achieving programme & contributing to corporate targets & profitable work.
- Compliance with company procedures & ensure sites are producing their returns to the office as required.
- Completion of Project Close-Out reports.
- Ensure EWN meetings are being called for as required to meet NEC requirements & timescales.

Health, Safety & Environment

- Ensure all HSE legislation and rules are followed.
- Include planning & development of the project including Health & Safety Plan, Waste Management Plan & contributing to the Materials Management Plan. Methods, risk assessments, site training. Aware of environmental & company targets, following procurement needs, setting up project team & resourcing workforce, plant & sub-contractors.
- Monitoring & eliminate waste of human & material resources.
- Deliver information to be included into the Health & Safety file.

Stakeholders & Communication

- Assisting the QS build up variations in close contact with the commercial & Estimating team. Occasionally the PM will be required to build up prices for smaller, low risk projects. These prices must be reviewed in accordance with the procedure.
- Regular client contact to investigate satisfaction levels, improvement & further work opportunities.
- Work with the Commercial team to monitor & report project financial performance ensuring early communication upwards of risks forecast performance & formulating responses & corrective actions. Drive a beneficial cash position & minimize debt.
- Chair daily/weekly briefings & review meetings to ensure all on site understand what is to be done by when & what can be improved upon & learned from.
- As required, attend training sessions, conferences & meetings in line with our commitment to Investors in People.

Productivity

- Implementing performance & SHE improvement schemes.
- Local recruitment of necessary resources where the need & cost/benefit is agreed with the Contracts Manager.
- Produce & monitor resource programmes for the project.
- Ensuring CE's are dealt with in a timely manner in consultation with commercial department/planner.

Leadership

- Managing your team & delegating suitable responsibilities to team members. Sharing knowledge & training as required. Promote effective inter-team working across all functional departments i.e. Commercial, Finance, Plant, Procurement, Technical & Estimating.
- Promote a culture of integration, continuous improvement and use of best practice.
- Monitor the morale & motivation of the team. Communicate the company objectives & maintain regular information sharing relevant to the team.
- Supporting & encouraging staff to take ownership of their own development & training & promote a culture of openness and honesty.
- Maintain regular 1-2-1's with your reporting staff discussing & agreeing personal objectives, learning needs & goals.
- Monitor performance standards & manage expectations. Manage rewards, awards, grievance & disciplinary matters.
- Define changing skill requirements for the team, recruit, coach & mentor to enhance knowledge, skills & behaviours.

Key Result Areas

- **Time/efficiency** – Plan and deliver results to the agreed programme and timescales.
- **Client relationship** – Be an ambassador for the company & maintaining satisfied clients.
- **Quality** – Promote a 'right 1st time' approach to the delivery of agreed specifications and standards.
- **Performance Management** – Continuously identify measures & monitor performance of the team.
- **Development & Mentoring** – Develop & mentor staff to enhance performance & achieve career goals.
- **Leadership** – Be positive and lead by example. Embrace company objectives and deliver department goals.

Person Specification

Qualifications

- HNC/HND in Civil/Structural Engineering or NVQ Level 5 or 6 in Construction Site Management
- BSC in Construction Management, Structural Engineering or Civil Engineering (desirable)

Training

- Leadership training
- Driving license
- Site Safety Plus – Site Management Safety Training Scheme (SMSTS)
- Academically Qualified/Manager CSCS card
- CPCS Appointed Person (desirable)
- Temporary Works Coordinator (desirable)

Skills & knowledge

- Significant knowledge of construction techniques on particular projects
- Ability to balance workload and organise work
- Knowledge of compliance with health, safety & environmental legislation
- People management skills with the ability to build effective working relationships
- Effective influencing & communication skills
- A logical, organised and understanding individual who can deal with responsibility and make effective decisions
- Able to work at high concentration levels, under pressure & maintain quality standards
- Networking & building positive relationships
- Knowledge of basic plant, equipment & materials
- Knowledge of labour costs and employment legislation
- Knowledge of compliance regarding specifications, standards & design (desirable)

Experience

- Proven experience of managing complex civil engineering and construction projects
- Experience of managing multi-skilled teams, establishing performance expectations & managing performance
- Experience of training, mentoring & coaching direct reports

- Experience of managing project/site programme & progress & improvement (desirable)

Personal qualities

- Resilient & coping with the pressure of demanding targets & tight deadlines
- Maturity of judgement
- Enthusiastic, self-motivated & results focused
- Integrity
- Sound decision maker
- Ability to use initiative & make recommendations for change
- Diligent
- Flexible & adaptable
- Is motivated to drive self-development using all available resources to achieve success

Technology skills

- IT Microsoft Office skills (including Outlook, Word, Excel, PowerPoint & Access)
- Competent in Microsoft Projects
- Business Collaborator (desirable)

Relationships

<i>Internal</i>	<i>External</i>
QS team	Members of the public
Ops/Contracts/Site/Works Manager	Subcontractors
Plant team	
Technical team	
Purchasing team	

Additional information

You will be expected to work and travel to various Mackley sites throughout the UK.

The Company may, from time to time, require you to undertake duties other than those outlined in this job description and/or to undertake work in other departments/sites to meet customer demands. Any changes to this job description will be discussed and agreed with you.