

POST PROFILE

1. Job Title: Project Controls Engineer

2. Purpose & Accountabilities

Project Controls are essential for the delivery of projects to time and cost. Project Controls includes some or all of the following :

- Cost Engineering
- Risk Management
- Planning
- Baseline management

A Projects Controls Engineer (PCE) supports Project and Business Managers in the development and delivery of projects. The PCE will provide project information to enable Project and Business Managers to make informed decisions about the development and delivery of projects. The main accountabilities are:

- The post holder will be the focal point on projects for project controls.
- The post holder will be accountable to Project and Business Managers to whom they are assigned.
- The post holder will act as 'subject matter expert' in project controls and will maintain his/her knowledge to ensure the projects and business has access to the latest developments in project controls.
- The post holder will be an expert user in relevant project controls software systems.
- The post holder will ensure compliance with the relevant project controls industry standards.
- The post holder will develop and provide training in the areas of project controls where they have particular expertise.
- The post holder will contribute to the standards, procedures, processes, and systems deliver fit for purpose project controls.

3. Qualifications & Experience

- An engineering, project management or quantity surveying qualification to degree level or equivalent. Membership of a professional institute with chartered status or equivalent. Member of the Association of Cost Engineers or the Royal Institute of Quantity Surveyors or equivalent institute.
- Experience of project controls or relevant experience within a project management or contracting environment.
- Vision, commercial awareness and leadership potential are required. Good networking and customer focus are essential.

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4. Relationships

- Project Controls Manager - The post holder will report to the Project Controls Manager for functional guidance.
- Project Managers - The post holder will support Project Managers in the delivery of projects by providing fit for purpose project controls.
- Customers - The post holder will deliver fit for purpose projects controls solutions directly to customers as required.
- Stakeholders – The post holder will support business compliance with relevant project controls standards to satisfy external stakeholders.

5. Organisational Structure

Will report to the Project Manager/Leader on project assignments, this may be Client or Venn organisation depending upon the project. This role will be accountable to the assigned Venn Resource manager who, will manage the workload, personal development and day to day HR issues.

This role will be expected to work either in the Venn Offices at Stonehouse or on a clients site as the work demands

Once appointed the person undertaking this role will need to be security cleared for working on nuclear sites.

6. Grading

The role has five grades which require the following core competence as a minimum:

- **Engineering back ground** – training and qualification to degree level or equivalent in a relevant engineering subject, project management or quantity surveying.
- **Basic project controls** - set up and deliver project controls on a single routine project. This will include:
 - Develop baseline cost estimate.
 - Develop baseline plan.
 - Develop risk assessment.
 - Implement project performance measurement against baselines.

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Grading table:

Project controls system & process development for a business.				Yellow	Green
Project controls on multiple projects.			Yellow	Yellow	Green
Project controls on complex projects.		Yellow	Yellow	Green	Green
Expert knowledge of risk management.		Yellow	Green	Green	Green
Expert knowledge of cost engineering		Yellow	Green	Green	Green
Expert knowledge of planning		Green	Green	Green	Green
Basic project controls.	Yellow	Green	Green	Green	Green
Engineering background.	Green	Green	Green	Green	Green
	Trainee	Engineer 2	Engineer 1	Senior	Principal

Key to diagram:

Green: Requirement
 Yellow: Desirable/Awareness

Trainee: They will have an engineering, project management or quantity surveying background or are on a relevant training programme.

Engineer 2: They will be a project controls practitioner, with up to 2 years experience of delivering project controls on routine projects. They will be expert in planning. They will have commercial awareness.

Engineer 1: They will be an experienced project controls practitioner with more than 2 years of experience. They will be expert in planning, cost engineering and risk management. They will be able to deliver project controls on complex projects. They will have commercial awareness and vision.

Senior: They will be an experienced project controls practitioner with more than 5 years of experience. They will be expert in planning, cost engineering and risk management. They will be able to deliver project controls on multiple projects. They will have commercial awareness, vision and leadership skills.

Principal: They will be an experienced project controls practitioner with more than 10 years experience. They will be expert in planning, cost engineering and risk management. They will be able to deliver project controls processes and systems for a business. They will have commercial awareness, vision and a track record in leadership..

Venn Engineering has a simple grading structure to indicate competence in technical roles, qualifications and experience as follows:

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1. Principal
2. Senior
3. Engineer1
4. Engineer2
5. Engineer3
6. Trainee

Note: not all posts have all grades