

POST PROFILE

1. Job Title Project Engineer

2. Purpose & Accountabilities

The purpose of a Project Engineer is to assist in the delivery of specific client projects to agreed budgets, timescales and quality. The work could be undertaken both at our client's premises and Venn Engineering's offices. Project Engineers will typically report to a Project Engineer.

The main accountabilities include:

- Assist project teams in the preparation of project definition documents.
- Assist in development of client proposals and bids.
- Establish structured cost estimates for clients
- Contribute to the delivery of contracts using their range of skills, knowledge, experience and competence
- Assist in the delivery of management control, forecast and monitoring of all costs associated with specific contracts
- Act as interface between different groups contributing to a project.
- Assess, interpret and develop client specifications, including technical and financial within approved quality standards.
- Assist the Project Manager in identifying project risks and maintaining project risk registers
- Ensure scope changes are identified and correctly managed through appropriate change control procedures
- Comply with all Health, safety, Environmental and Quality policies, procedures and instructions and to contribute to the continual improvement and implementation of such procedures.
- Attend informal daily and formal weekly progress meetings as required by specific projects.
- Represent Venn Engineering at client meetings as required in a professional and proficient manner
- Manage specific project deliverables and teams as required by the business.
- Ability to work with minimal supervision within overall framework.
- Contribute to general day to day Venn Engineering office duties and improvement schemes.
- May need to be appointed as ASQEP (Appointed, Suitably, Qualified, Experienced, Person).
- Carry out work to client's procedures, health and safety policies and latest HSE legislation.

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3. Qualifications & Experience

- Engineering background preferably with an HNC/HND or equivalent in a related Engineering discipline
- Budget planning & control
- Bid and proposal preparation experience
- History of technical and financial document development in accordance with client specifications
- Track record of producing client deliverables to time and budget
- Knowledge of quality management procedures and systems
- Good computer skills especially Excel and Word
- Good communication skills
- Experience in nuclear or similar safety regulated industrial environment
- Health, Safety & Environmental awareness.

4. Organisational Structure

Will report to the Project Manager/Leader/Engineering Manger 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.

5. Grading

There will be typically a number of grades covered by this post, typically the more qualifications and experience will attract the higher grade of personnel. There will be a core competence, as a minimum requirement, this is identified below.

Core Competence:

- Engineering background with sound technical & financial understanding.
- Ability to assess and interpret client specifications.

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Grading Table:

Project Management			Yellow	Green	
Nuclear Industry		Yellow	Green	Green	
H&S Awareness	Yellow	Yellow	Green	Green	
Cost Engineering	Yellow	Yellow	Green	Green	
Computer Literacy	Yellow	Yellow	Green	Green	
Engineering Background	Yellow	Green	Green	Green	
Communication skills	Yellow	Green	Green	Green	
	Trainee	Engineer 3	Engineer 2	Engineer 1	Senior

Key to diagram:

Green: Requirement

Yellow: Desirable/Awareness

Trainee: as a minimum requirement will be undertaking an engineering training programme or have an engineering background with sound computer skills.

Engineer 3: will be a trained engineer, with some Project Engineering experience. Will be aware the client tendering and specification process. Will be possess minimum engineering qualification and be working towards a higher level with sound computer skills.

Engineer 2: will be a qualified engineer, with more than 2 years experience as a Project engineer, and good communication skills. Will be working towards or possess an appropriate engineering degree. Will have knowledge of the nuclear industry and be familiar with industry cost frameworks and costing techniques. Should have a sound knowledge of industrial HS & E requirements

Engineer 1: will be a qualified engineer with a degree in appropriate discipline who has been undertaking the role of a Project engineer for 4 or more years covering a range of different projects. Will have a good knowledge of the nuclear industry and be able to produce detailed technical and financial documents to present to the client. Should have some Project Management experience and be able to demonstrate good communication skills. Will have presented deliverables to clients. Will be actively pursuing continual professional development

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

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

Note: not all posts have all grades