

POST PROFILE

1. Job Title Project Leader – Senior Project Manager –
Programme Manager

2. Purpose & Accountabilities

The Project manager has delegated responsibility from the Project board to run the project on a day to day basis within the scope and powers agreed by the board.

The key responsibility of the Project Manger is delivery of the required project deliverables, within the specified time frame, within the specified cost and to the required quality level. Ensuring that the Project delivers the benefits presented in the Business case is also the responsibility of the Project Manager.

Specific Responsibilities

- Ensure the delivery of the agreed and defined products.
- Lead, encourage and manage the project team.
- Planning and monitoring on the project.
- Confirm agreement with any delegation or transfer of project assurance roles by the project board.
- Prepare and communicate the Project Initiation Document or Project Execution Plan.
- Produce as required plans for the Project, individual Stages and Exceptions with Team managers and other key project personnel. Ensure that these are agreed by the board.
- Assess, control and manage the risks to the project, prepare mitigation and contingency plans.
- Day to day consultation and liaison with the programme team if the project is part of a programme. In these circumstances responsibility for ensuring a good scope fit between the different projects (no overlap or gap).
- For overall progress and resource deployment, including initiating corrective action where required.
- Change control, variations and configuration management.
- Project Board reporting vi End Stage and Highlight reports.
- Overall direction and integrity of the project, in consultation with Project Board and Project Assurance team.
- Identification of lessons learned and production of the report for the board.
- Recommendation of Follow-on Actions to the Board.
- Production and presentation of the end of project report.
- To source appropriate mentoring, support and advice on any aspects of the project where this is required.
- Project Administration and record keeping.
- Communications with suppliers and account managers.

The Project manager sometimes also performs Team manager and Project Support roles.

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3. Qualifications & Experience

- Engineering or Project Management background with a degree or equivalent experience.
- Membership of the Association for Project Management or Prince 2 Practitioner
- Construction Design Management (CDM) awareness.
- Industrial safety awareness (HSE) & legislation.
- Supervision of contractors and contract management.
- Environmental awareness.

4. Organisational Structure

Will report to the Senior Project Manager/Programme Manager/Departmental Manager/Site Manager 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, the appropriate grading will awarded dependent on qualifications and experience. There will be a core competence, as a minimum requirement, this is identified below.

Core Competence:

- Project Methodology and Application
- Project Reporting
- Health & Safety awareness

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Grading Table:

Programme Management		Yellow	Green
Project Management	Green	Green	Green
Project Planning	Yellow	Green	Green
Cost Engineering	Yellow	Yellow	Green
Risk Engineering	Yellow	Yellow	Green
Risk Identification	Green	Green	Green
H&S Awareness	Green	Green	Green
Engineering Background	Green	Green	Green
	Project Leader	Senior Project Manager	Programme Manager

Key to diagram:

Green: Requirement

Yellow: Desirable/Awareness

Project Leader : Typically 5 years+ Experience

Will have demonstrated the capability to deliver groups of small projects or single medium sized projects. Will have a knowledge of the latest project management tools and techniques. Will be able to communicate through the project hierarchy. Will provide team management and administrative capability. Will be committed to realising project benefits.

The Senior Project Manager: Typically 10-15 Years Experience

Will have a record of project achievement. Will have the capability to deliver a group of small projects or single large projects. Will have well developed project management skills and will be able to deploy the latest project management tools and techniques. Will have well developed stakeholder management and communication skills. Will be committed to realising project benefits on behalf of the client.

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The Programme Manager: Typically 15 Years Experience

Will have a track record of delivering large programmes of complicated projects. Will be able to control the finance, while retaining focus on delivering the benefits. Will be capable of deploying innovation and encouragement of originality. Will have well developed communication skills. Will be an industry leader with a track record of success.

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