

**Job Description**

Job Title :	Project Manager
Department :	Carnival Corporate Shipbuilding (CCS)
Reporting to (Job Title) :	Director – Project Management
No of Direct Reports :	-
Titles of Direct Reports:	-
Size of Department:	120 (CCS)
Budget Responsibility (direct) :	-
Revenue Responsibility (direct) :	-
Date of issue:	June 2018
Issued by (name):	JM

**Overall Purpose of Role:**

The Carnival Corporate Shipbuilding Project Manager has the overall responsibility for all project related processes and activities and ensures contractual requirements are respected by all stakeholders for all new cruise ships under construction for Carnival Corporation.

The Project Manager is responsible for ensuring each project respects the agreed project schedule and should identify and control risk and minimise uncertainty throughout the project lifecycle.

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## Main Activities and Responsibilities

The Project Manager is responsible to;

- ensure the correct execution of the contract
- apply best practice and ensure each new build project follows quality, governance and delivery processes as defined by CCS Project Lifecycle Plan
- ensure all deliverables of the shipyard Quality Plan are respected and maintain an up to date Communication Plan
- coordinate communication between all concerned parties, including, but not limited to; CCS offices in Southampton and Miami, CCS site offices, Operating Company offices, shipyards, specialist consultants engaged on behalf of CCS or the Operating Company, Classification Society and other regulatory bodies, equipment suppliers and sub-contractors
- coordinate technical meetings with the shipyard design personnel, ensuring the attendance of specialist consultants, CCS technical staff and the Operating Company representatives, ensuring accurate minutes of meetings are produced, signed and circulated
- coordinate and attend shipyard design development meetings and construction progress meetings
- agree and maintain an approved drawing list and drawing schedule and monitor the plan approval process (delivery from Builder to CCS Technical Office and CCS Technical Office to Builder), address delays and provide support as needed to CCS Technical office in ensure successful process completion.
- ensure plan approval disputes are resolved in a timely manner engaging appropriate parties on solutions
- manage the Maker selection and approval process
- ensure CCS Site Office has all information to enable inspection and commissioning process to take place
- ensure inspection process disputes are resolved in a timely manner engaging appropriate parties on solutions
- liaise with the Building Manager in coordinating the activities of the CCS on-site inspection team and personnel seconded from the Owners
- in liaison with the Building Manager, coordinate the activities of the Owner's supervision team with the shipyard and CCS inspection team
- manage process to ensure successful implementation of noteworthy GFR's, change orders and Protocol of Delivery actions from previous reference vessels
- manage the lump sum approval process
- manage the Owner supply deliverable process
- manage deliverable process in relation to the Owner appointed Architects & Owner appointed consultants
- identify any project risks and holding points and bring to the attention of the relevant stakeholders to resolve them
- identify in advance activities requiring resources and escalate to Senior Management where potential resource constraints could have a detrimental impact on the project

- manage the change order process including implementation of new relevant Corporate Standards and evaluate changes/modifications with Shipyard and submit consequences (additions or deletions) in terms of cost, weight, and shipbuilding programme; keep records of all cost changes and associated specification changes
- facilitate the negotiation of and finalising of the content of the Protocol of Delivery documentation
- manage the post delivery process for Protocol of Delivery completion and provide support to Operating Company Guarantee department as needed. Report on significant failures to CCS Technical Office and CCS Site Office.
- capture lessons learned from the Project and thereby contributing to the lessons learnt process
- fulfil management reporting requirements
- attend negotiations for future ships as required by Senior Management
- liaise with other Project Managers on a regular basis so as to ensure project process continuity, primarily when their projects are the same class.

#### **Administration Responsibilities**

- To ensure that all material forwarded for approval by shipyard is circulated to all interested parties and that approval/non approval letters, with comments, are returned to shipyard within the allocated time frame
- Maintain accurate records of all project related documentation

#### **HES Responsibilities**

- Lead by example by taking care of the health and safety of yourself and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager and to the Facilities department
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Act safely in accordance with CUK safety behaviours

#### **General Responsibilities**

- Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive).
- To undertake ad hoc duties as required

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#### **Other Features of Job (travel, hours of work, working conditions etc):**

- Regular travel will be required
- Able to work and travel outside working hours

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**Location:** Southampton Offices

**Person Specification**

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Job Title: Project Manager

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Department : Carnival Corporate Shipbuilding

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**Education, Qualifications and Training**

Essential:

- Degree or equivalent in mechanical engineering, marine engineering, naval architecture, naval engineering, or electrical engineering

Desirable:

- Chartered engineer status or equivalent
  - Recognised industrial training in ship production and/or ship operation
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**Experience**

Essential:

- To have proven management experience in ship production or in a ship operation environment

Desirable:

- To have experience with industrial project management. To have worked with a team on an industrial project
  - To have worked within the passenger cruise ship new construction industry and have sound knowledge of Rules and Regulations of passenger ship new construction
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**Work Based Competencies**

- Able to coordinate and organise members of own team and other associated groups
- Able to coordinate all aspects of planning and execution of a project
- A good ability to organise meetings and carry out negotiations
- To have good reporting skills.
- To be competent in use of IT systems for office work and project administration work



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## **Behavioural Competencies**

- Independent, confident, self-motivated person who is prepared to undertake any kind of task, usually at short notice
- Able to act with complete discretion
- Good interpersonal and communication skills
- Able to be flexible in hours worked with willingness to respond on demand and quickly
- Good organising and leadership skills