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| Job Title | Senior Project Manager |
| Business Unit | Infrastructure |
| Location | Maidstone |
| Reports to: | Operations Manager |
| Purpose | * To assist in the management of the operations and performance of the Coventry office, to assist with achieving quantifiable targets in relation to sales and profitability and any other objectives set by the Operations Manager and Operations Director
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| GeneralResponsibilities/ Specific Duties: | **Key Role Responsibilities*** + - * Overseeing project management and delivery of Coventry’s projects to ensure that projects are delivered timely, accurately and profitably
			* Development of operational processes to improve the quality and efficiency of projects
			* Training, development and upskilling of engineers within the team
			* Development of clients / new frameworks with Operations Manager
			* Assisting Operations Manager with planning & management of the annual budget and undertaking commercial project reviews
			* Promoting H&S Standards across projects

**Operational*** Day to day responsibility for planning, supervision and programming of Ground Investigation projects for the Coventry office
* Provide assistance to the Project Managers, Engineers and Technical Team with the planning and execution of all department projects
* Confident and knowledgeable of various Ground Investigation techniques
* Project manage various small to large scale (£1M+) Ground Investigation projects from award through to project completion
* Take full responsibility for the financial control of projects from award to completion, assisting the Coventry Project Manager with the financial control of the department’s projects
* Compile monthly financial project accounts and assist the Operations Manager in maintaining the financial performance of projects
* Manage a team of Site Engineers and Site Technicians, including appraisals and career path planning
* Assist the Operations Manager in managing the continued technical and professional development of staff within their team
* Contribute to the preparation of technical proposals, represent the company at tender visits and assist with the scoping of contracts where required
* Assume the timely, accurate and profitable execution of projects, including the production of reports
* Assist with the control and management of the Company’s exposure to liabilities
* Collecting and reporting management data, periodically, as required by the Operations Manager

**Business Development*** Allocate time to be given to business development for the Coventry office – to include client meetings, development of on-going and repeat investigation works, promotion of marketing campaigns, the identification of new business opportunities, services and products
* Develop and maintain existing and new business in conjunction with the Operations Manager
* Frequent and on-going client liaison and the general development of customer goodwill

**Human Resources*** Maintain personal, technical and professional qualifications and membership where appropriate
* Ensure department staff comply with company rules and procedures
* Ensure department staff comply with all Health & Safety requirements to reduce risk of incidents / accidents
* To take the lead in promoting and maintaining excellent H&S standards amongst the team
* Assist with the mentoring of the junior staff in all operation activities
* Ensure appropriate measures are enlisted to reduce the likelihood of complaints from clients, and assist with resolving any that do arise
* Assisting the Operations Manager with the interviewing and subsequent retention of appropriate level of staff, with requisite qualifications, in accordance with budgetary and business requirements
* Making recommendations for appointments
* The identification of internal and external needs of all staff reporting to the Operations Manager
* Assisting the Operations Manager with Health & Safety, disciplinary and grievance matters in the region, in conjunction with the Operations Manager
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| Qualifications | * Qualified to degree level in a Geotechnical discipline
* Completion of Health and Safety training schemes such as CSCS (Manager Level), SMSTS, CDM 2015 Regulations etc.
* Full UK driving licence
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| Competencies | * >8 years plus of industry experience
* Minimum of 3 years’ experience in project management
* Excellent awareness of ground investigation specifications, procedures, techniques, British Standards and codes of practice
* Awareness and ability to implement Health, Safety and Environmental legislation
* Awareness of ICE, NCE contracts and the effective administration of them
* Awareness of geotechnical and Geo Environmental laboratory testing
* Awareness/experience in data management and collating large volumes of data
* Awareness of data presentation using borehole log software packages and report compilation
* Computer literate and competent in use of MS Office
* Ability to communicate effectively at all levels
* Mobility, flexibility and commitment
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| Desirable | * Experience in financial forecasting and controlling the costs of active projects
* Membership of an appropriate Professional Body
* Actively working towards Chartered Status
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| Mandatory Training | * SOCOTEC Online Health & Safety Training modules - paid for by the company
* SOCOTEC Online HR Policies Awareness modules - paid for by the company
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