



Title	Senior Project Manager
Purpose	<p>A Senior Project Manager is responsible for the safe delivery of a portfolio of projects so as to achieve favourable outcomes in respect of customer satisfaction, time, cost and quality.</p> <p>A Senior Project Manager is accountable for projects of significant value, complexity and risk. A Senior Project Manager manages projects independently adhering to all JFN processes and procedures, and possesses a good understanding of project management principles.</p>
Key Duties and Responsibilities	<p>Tendering</p> <ul style="list-style-type: none"> • Working with bid teams to scope projects and determine requirements, including exclusions and assumptions. • Providing cost and delivery estimates and quotations, including margin and cash flow analysis. • Contributions to tender preparation. • Preparation of project schedules. • Evaluating project risks. • Developing partnering/supplier strategies. <p>Planning</p> <ul style="list-style-type: none"> • Reading and interpreting project specifications. • Working with the project teams to plan resource requirements, project milestones and deliverables. • Preparing project budgets and developing a cost base for the project. • Preparing key planning documents such as Project Execution Plans, Risk Register, Delivery Schedule etc. • Generating resourced and costed schedules of work (Microsoft Project or Primavera P6). • Setting up project files and templates. • Holding internal and external opening-up meetings. • Risk assessment and mitigation plans. • Lead the partnering/supplier strategy and develop contracts for sub-contractors. • Ensure the availability of SQEP personnel to deliver the contract. <p>Implementation</p> <ul style="list-style-type: none"> • Overall management, tracking and controlling of the project. • Controlling project costs. • Reporting internally on project performance. • Tracking and reporting internally on the financial performance of the project including spend profiles, budgeted and earned values, forecasted completion costs etc. using the Company's Business Management System. • Manage change control throughout the project including Early Warning Notices and Compensation Event Notices.



	<ul style="list-style-type: none"> • Managing the project team. • Develop a cost base for the project. • Supply chain management. • Risk management. • Ensuring invoices are submitted and monies are received. • Key customer interface for the project including contractual change control, customer reporting and progress meetings. • Develop and implement the overall project schedule including resource allocation and critical path analysis. <p>Project Close-out</p> <ul style="list-style-type: none"> • Planning/managing contract close-out review meetings. • Compilation of Lifetime Quality Records. <p>EHS&Q</p> <ul style="list-style-type: none"> • Overall responsibility for the EHS&Q of the project including Safety Plans and ensuring subcontractors conform to all EHS&Q requirements in liaison with the EHS&Q department. • Ensuring compliance with company Quality Policy and procedures. • Flow-down of quality requirements to external suppliers. • Preparation of Quality Plans. • Ensuring Lifetime Quality Records are complete and archived.
<p>Key Skills and Competencies</p>	<ul style="list-style-type: none"> • Significant experience of managing independently projects of significant value (£5M+), complexity and risk, preferably within the UK nuclear or other highly regulated industry • Track record of project delivery success. • Experience in an engineering or manufacturing environment. • Good experience in contract change management. • Risk management experience on large projects. • Good contractual understanding, particularly NEC 3. • Good working knowledge of Microsoft Project and/or Primavera P6. • Commercially focused and financially literate. • Good understanding of general project management concepts and reporting methodologies. • Good organisational skills and high attention to detail. • Competent at leading a project management team. • Team building, motivational and mentoring skills. • Clear and precise communicator. • Excellent written and numerical skills. • Good general office computer skills.



Qualifications

- Associate Member of APM and working towards achievement of Full Membership (MAPM).
- Tertiary engineering/technical qualification such as HNC, degree or equivalent experience.
- UK driving licence.