

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Project Manager
<b>Responsible to:</b>	Senior Project Manager
<b>Responsible for:</b>	Ecologists/Arboriculturists
<b>Location:</b>	The Old Ragged School

## **Overall Purpose of Job**

In line with EMEC's strategy and business plan, successfully plan, manage and deliver projects across various sectors in the Midlands, ensuring efficiency, profitability and positive stakeholder relationships.

To oversee the delivery of Quality Assurance systems through Process Management including assisting with the management of EMEC's ISO 9001 and 14001 accreditations.

## **Main Responsibilities**

### ***Line Management and Supervision***

The post-holder has direct line management of ecologists/arboriculturists. In relation to the range of projects that the post-holder is supporting, they will supervise members of the Ecology, Land Management and Arboriculture teams, and their subcontractors.

### ***Management of Resources and Projects***

The post-holder will utilise their experience and knowledge to:

- Assist in the successful delivery of projects, including major contracts, within various sectors.
- Interpret project programmes, and identify resourcing requirements/efficiencies.
- Liaise with site teams to plan works and gather site information to enable resource allocation and land access booking
- Prioritise tasks and project activities to mitigate potential delays.
- Conduct initial site visits to assess projects, manage risks and allow resource allocation.
- Carry out the day-to-day project administration on a range of projects, primarily focused on habitat management and habitat creation, including small scale ecology projects, and large-scale national infrastructure projects.
- Record resource usage (people, vehicles, equipment, third party data, contractors).
- Work to project programmes.
- Fulfill client reporting expectations, manage client relationships, and assist in the preparation of project reports.
- Attend project meetings and record actions.
- Follow all financial management procedures, including purchase orders, prompt invoicing and assessment of WiP.
- Assist in the successful delivery of major contracts within various sectors

### **Business Development and Client Liaison**

The post-holder will be responsible for/able to:

- Develop strong client relationships, working flexibly to accommodate client demands.

- Contribute to the generation of business through tender response and quote production, including for largescale and complex projects.
- Proactively identify and explain the impact of change (both positive and negative) to stakeholders, liaising with EMEC colleagues to achieve positive outcomes from any project specification change whilst maintaining profitability
- Identify opportunities to increase project value, communicating them to the Senior Project Manager.
- Liaise appropriately with clients and site teams, both from the office and on site, at all stages of a project from design to delivery.
- Produce content for print and digital media to promote the work of EMEC.
- Develop positive engagement with NWT.
- Represent EMEC positively on all projects.

### **Compliance and Governance**

The post-holder will:

- Have an appreciation of Quality Assurance documents and be able to check that evidence is being produced by site teams which demonstrates our compliance.
- Have an appreciation of Health & Safety regulations and be able to produce/source documents which demonstrate our compliance.
- Actively choose appropriate methods of communication based on the information being conveyed.
- Understand the business planning process, achieving objectives and targets.
- Ensure that the EMEC database is updated to facilitate production of management information.
- Ensure that their operations contribute to EMEC meeting its legal obligations with regard to GDPR and Data Protection.
- Contribute to the governance and compliance of all projects they manage.
- Provide management information as required to the Senior Project Manager.
- Ensure, through liaison with the Senior Project Manager and site teams that all HR procedures are followed.
- Ensure that H&S systems are followed and undertake the compulsory training required.
- Maintain records to support the compliance with EMEC's Business Management System (ISO 9001 & 14001), including contributing to regular audits and annual compliance visits as required.
- Ensure that the resource management software is kept up to date at all times for their own work and that of those working on their projects.
- Provide updates on activities to staff meetings as required.

### **General Requirements**

Working closely with EMEC staff, the post-holder has responsibility for undertaking specific duties outlined in the job description above.

Given the nature of EMEC's activities, **unsocial hours may be required in the evenings and very occasionally the weekends** to ensure the effective implementation of the post. Working hours will be managed flexibly to reflect this requirement and EMEC will operate a system of TOIL and paid overtime for additional hours worked.

A full driving license is required as the post-holder will often need to travel within and beyond the County to locations not served by public transport, and sometime carrying equipment or materials.

In order for the organization to work effectively, you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by the Board.

All staff are required to abide by organizational policies and procedures and to contribute to the smooth administration of the organization. This includes promoting and acting as an ambassador for EMEC.

This role is subject to a Basic DBS Check.

## **Project Manager Person Specification**

### **Area A – EXPERIENCE**

- Extensive experience of project administration and project management.
- Extensive experience of working with a project team.
- Extensive experience of managing relationships with clients.
- Line management experience
- Experience of resourcing, organizing and managing sub-contractors.
- Experience of delivering projects under NEC3 contracts (Desirable)
- Experience of preparing and implementing RAMS.
- Experience of implementing ITPs (Desirable)
- Experience of on-site supervision/site management (Desirable).
- Background within conservation or landscaping (Desirable).

### **Area B – KNOWLEDGE**

- Specific project management qualification(s) e.g. PRINCE2 (Desirable).
- A good degree qualification in a relevant subject (Desirable).
- Excellent understanding of health and safety.
- Excellent IT skills, including word processing and spreadsheets.
- Knowledge of GIS (Desirable)
- CSCS Card and SMSTS, IOSH or SSSTS (Desirable)

### **Area C – SKILLS**

- Excellent inter-personal and communication skills.
- Excellent administration and organization skills, including ability to prioritise workloads and meet tight deadlines.
- Ability to liaise effectively with a wide range of people.
- Excellent negotiation and conflict resolution skills.
- High attention to detail.

### **Area D – PERSONAL QUALITIES**

- High level of enthusiasm, self-motivation and self-discipline.
- Ability to work without close supervision, work individually or as part of a team.
- Leadership and entrepreneurship.
- Flexible and positive outlook with a solution led focus.

- Commitment to nature conservation and equal opportunities.