	<h2>Job Description</h2>	Issue: 01	Document Reference: CPMS/F/ADMIN/103
		Issue Date: June 2018	Author: Chris Mackie

Post:	Project Manager
Reports to:	Operations Director


1. Role Responsibilities

- Deliver the project(s) safely to time, cost and quality, in accordance with the Project management lifecycle, CPMS company standards and other specific legislation.
- Provide a professional, first class, consistent and effective project management service to the clients, including project monitoring and reporting systems in accordance with CPMS company standards and guidelines.
- Participate in the development of supply strategies and framework contracts.
- Control project change, risks and contingency within the project life cycle and provide all cost, contingency and programme details to enable the Sponsor to obtain authorisation for portfolios/projects.
- Provide a safe working environment in the execution of work directly under the post holder's responsibility, including development of project safety plans and other associated documentation.
- Assist the Company in discharging its duties under CDM Regulations 2015 (Construction, Design and Management Regulations).
- Identify training needs in safety, technical and management areas for the personnel reporting to the post holder and contribute to their personal development.
- Undertake accident investigations when remitted to by the relevant designated competent person.
- Comply with the Competence Framework.

2. Role Qualifications and Experience

Essential

- Relevant successful experience in project management
- Excellent interpersonal and communication skills
- Detailed knowledge of Construction Design & Management (CDM) Regulations 2015.
- General knowledge of Health, Safety and Environmental Regulations
- Team leader capable of motivating the team
- Commercial and financial understanding and knowledge
- Accident Investigation experience

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Desirable

- Membership of the Association for Project Management or other professional body
- A degree or equivalent
- Knowledge of investment processes and procedures
- Knowledge and understanding of project and contract management

We at CPMS are an Equal Opportunities employer and we recognise the value of a Diverse Organisation. CPMS appreciate all job applications. If you decide to apply for an opportunity at CPMS, your application will be assessed based purely on your experience, the essential and desirable criteria and your suitability for the role. We value each and everyone's contribution as this builds our culture and means, if you work for CPMS you will be included, listened to and respected.

Briefed by:	Name:	Signature:	Date:
Post Holder:			