

	<h1>Job Description</h1>	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 Guide to Railway Investment Projects (GRIP), 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 Investment 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
- Six Sigma Yellow Belt
- A degree or equivalent
- Knowledge of investment processes and procedures
- Knowledge and understanding of project and contract management

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