

 Collaborative Project Management Services	<h1>Job Description</h1>	Issue: 01	Document Reference: CPMS/HR/JD/117
		Issue Date: Feb 2016	Author: Sian Jones

<b>Post:</b>	Scheme Project Manager
<b>Reports to:</b>	Project Manager
<b>Location:</b>	Birmingham

## 1. Role Purpose

- You will be responsible for a wide range of engineering activities and will be involved in safety, environment, design, construction, procurement and cost control. This will include managing change and risk within each project life cycle and ensuring safe working environment at all times.

## 2. Role Responsibilities

- Deliver individual projects or parts of projects in a safe and environmentally responsible manner to time, cost and quality, in accordance with the Governance of Railway Investment Projects, current legislation and procedures including HMRI guidance where appropriate.
- Provide a professional, consistent and effective project management service including the use of Key Performance Indicators and project reporting systems in accordance with company/client standards and guidelines.
- Act upon and discharge of, all Construction Design Management obligations for projects as directed.
- Manage the establishment of the initial project baseline to provide effective measurement and control. The baseline will encompass; project documentation; key deliverables; delivery strategy; resource requirements; outputs/measures; risks; dates and cost information.
- Manage the selection and/or development of appropriate supply strategies and framework contracts for each project; and confirm successful engagement.
- Provide detailed input for compilation of the business plan and production of the possessions plan.
- Control project change, risks and contingency within the project life cycle, reviewing and checking that appropriate approvals are sought before implementation.
- Manage the development and delivery of change projects in compliance with company/client processes and procedures.
- 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.
- Promote and monitor the use of efficiency improvement methods.

Briefed by:	Name:	Signature:	Date:

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<b>Post Holder:</b>			