

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

Post:	Scheme Project Manager
Reports to:	Project Manager
Location:	London

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.

3. Role Qualifications and Experience

Essential

Relevant successful experience in project management

Good interpersonal and communication skills

Knowledge of Construction Design & Management (CDM) Regulations 2015.

General knowledge of Health, Safety and Environmental Regulations

Commercial and financial understanding and knowledge

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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:			