

AVAILABLE POSITION

Project Manager

Job description

PURPOSE AND ROLE

The Project Manager will be responsible for the delivery of projects for Cyclife Aquila Nuclear.

This will include project management, scheduling, cost control, resourcing & resource management, procurement and project quality assurance. Responsibilities will encompass all processes within the company from the tendering stage to delivery through management of budgets, management of teams, technical requirements, planning and project reporting. The Project Manager will be the client's point of contact with Cyclife Aquila Nuclear.

LOCATION

- Based at Aquila House, Hampshire SO21 1QA
- Frequent travel to client and supplier sites

REPORTING RELATIONSHIP

- Head of Projects

KEY SUPPORTS

- Engineering & Project Director
- Commercial & Sales Manager
- Finance Director
- Project Managers/Engineers & Key Account Managers
- Allocated Designers, Engineers and Technicians

Key Aims & Objectives

- Manage a portfolio of nuclear and nuclear healthcare projects
- Manage defined project scope to required quality, budget and programme
- Strict adherence to customer's specification and standards
- Preparation of accurate project and financial reports
- Develop excellent working relationships with clients and suppliers
- Maintain company and project health and safety requirements
- Maintain company and project quality requirements
- Maintain company and project environmental requirements

Prime Responsibilities and Duties

- Manage engineering, design and turnkey projects
- Manage all project functions including design, engineering, procurement, sub-contracted manufacture, build, testing and installation
- Monitor and control projects to ensure they are delivered to budget and programme
- Internal and client project reporting
- Manage sub-contracts for manufacturing, fabrication and specialist services
- Manage procurement of bought-out items
- Manage preparation and maintenance of Lifetime Quality Records to required standards
- Develop and maintain a good working relationship with the client, thereby ensuring their expectations are understood and met
- Identify opportunities for further work through discussions with the client
- Identify any changes in the scope of the project and control changes to programme and order value
- Understand and manage all risks associated with projects
- Ensure project forecast reports and plans are in accordance with company processes and procedures
- Prepare resourced programmes and work plans to accomplishing project
- Management of allocated resources to project phases
- Direct and coordinate activities of project personnel to ensure project progresses on schedule and within prescribed budget

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Job description continued

QUALIFICATIONS

- Chartered or degree in an engineering or project management discipline
- Significant experience and references from the nuclear or other similar industries in project activities will be highly valued
- Engineering background preferred
- Experience with NEC3 forms of contract preferred

- Support engineers with technical advice to resolve problems
- Responsible for overall quality and management of projects and programs
- Manage budget and ensure financial accountability on nominated projects
- Recognise and solve potential problems and evaluate project/program effectiveness
- Support the Project Director in networking with local, state and national agencies for future program development

Required Skills

- Strong organisational and management capabilities
- Ability to manage and motivate teams and individuals to achieve goals
- Extensive project and programme management experience (IRO 10 years)
- Experience within the nuclear industry or another heavily regulated industry (IRO 5 years)
- Excellent communication skills
- Excellent reporting skills
- Ideally with experience working with a contractor or sub-contractor to a nuclear industry client
- Proficient user of computer software including MS Project, Word, Excel and Outlook
- Experience of working with Protectively Marked Information an advantage
- Security Clearance, or able to achieve SC vetting level
- Personable and able to work on own initiative or as part of a team
- Structured, concise and methodical
- Smart appearance and able to interface at all levels within the organisation including, clients, suppliers and co-workers