

Job Title:	Project Manager
Reporting to:	Managing Director
Salary:	Negotiable depending on Experience

Job Purpose:

As a member of our project delivery team, you will oversee all aspects of assigned projects from commencement to completion. You will manage these projects in a manner that exceeds our customers' expectations, maintains budgets and ensures that our work adheres to all company policies and procedures.

You will supplement the existing team of Project Managers in the effective project management of allocated projects within the following disciplines:

- ▶ Category 5e, 6, 10G structured cabling systems
- ▶ Fibre optic and voice backbone infrastructures
- ▶ Minor Electrical Works
- ▶ Network Switches
- ▶ Wireless LAN
- ▶ IT Equipment
- ▶ IPCCTV
- ▶ IP Access Control

The role will involve managing Project Supervisors to ensure they adhere to all Aceda project delivery processes and procedures.

Key Responsibilities and Accountabilities are to:

REVIEW / INITIATION OF THE PROJECT

- ▶ Perform a technical evaluation of the project through the review of the proposal, specification / drawings, other associated documentation, timescales, outstanding technical queries and the estimate.
- ▶ Ensure a pre engineering visit is conducted on all major projects and any technical queries or dependencies are issued to the client.
- ▶ Carry out valued engineering exercises

PLANNING OF THE PROJECT

- ▶ Take a proactive approach to project planning and be able to provide accurate and detailed future resource and financial planning.
- ▶ Provide procurement plans in line with the programme of works.
- ▶ Monitor resources when planning and inform the HR Manager of any fluctuations.

EXECUTION OF THE PROJECT

- ▶ Ensure that best prices are maintained on all materials & labour costs.
- ▶ Manage and effectively engage teams of project supervisors/lead hands/network installers completing quality installations whilst ensuring and monitoring effective cost control and working in conjunction with Programme of works and client specifications and expectations.
- ▶ Provide effective commercial control of projects to minimise risks.

MONITORING THE PROJECT

- ▶ Manage all financial aspects of projects through ongoing job forecasting
- ▶ Ensure all project costs are monitored and exceptions are highlighted to the Directors.
- ▶ Report to the Managing Director with financial reports on ongoing projects.
- ▶ Maintain commercial awareness of omissions and additions and the potential for further opportunities.
- ▶ Ensure progress reporting is carried out on projects
- ▶ Conduct meetings with the project supervisors to discuss monitoring and progress on site.
- ▶ Providing financial forecasts and completion of accurate month end and final account applications/Invoices on Projects.

COMPLETION OF THE PROJECT

- ▶ Ensure that accurate Operation & Maintenance Information is issued to the client.

HSEQ

- ▶ Ensure that all HSEQ processes and OHSAS18001, ISO9001 and ISO14001 accreditations are adhered to,
- ▶ Produce health and safety documentation, including but not limited to project Risk Assessments & Method Statements, Safe Working Procedure etc .
- ▶ Attend sites and inspect, and subsequently improve as required all Health and Safety aspects prior to the commencement and during the programme of works.

Key Attributes:

- ▶ Have the ability to manage multiple projects concurrently
- ▶ Budgeting and financial management skills.
- ▶ Effective time management, self-motivation and the ability to lead groups and teams.
- ▶ Ability to achieve project objectives against tight deadlines and on budget.
- ▶ A working knowledge of one or more of the following disciplines: Minor Electrical Works, structured cabling systems, fibre & voice cabling, containment, audio visual, IP CCTV and IP Access Control, Wireless LAN and Switches.
- ▶ A working knowledge of the Construction Industry
- ▶ Good IT Skills

How to apply:

Please apply in writing enclosing a current CV & salary expectations to: recruitment@aceda.co.uk