

Job Title:	Project Manager
Department/Group:	M&E
Location:	Sheffield
Reporting To	Operations Manager
Job Role:	<p>The role of the project manager is to lead the project from concept to closure. This includes initiation, planning, executing, controlling, monitoring and closing out the project, whilst managing risks, timelines, resources and the scope of the project. The Project Manager works with the Operations Manager or the Senior Project Manager to define all aspects of the project and reports on risks, issues and the progress. The goals are to focus on delivering the project on time, within budget and to the required quality standard. Additionally, the Project Manager should identify all potential revenue streams within the project and customer.</p>
Responsibilities:	<ul style="list-style-type: none"> • Financial Control, including reporting of revenue costs and margin • Health and safety • Actively manage and communicate project risks and issues • Manage sponsor and team expectations • Provide detailed project planning • Develop and maintain a detailed project plan • Manage project deliverables in line with the project plan • Manage and lead the project team • Organise work groups and team meetings • Record and manage project issues and escalate where necessary • Monitor project process and performance • Cross reference scope of works and bill of materials with original scope of works and quotation and escalate any variances • Act as a liaison to the Operations Manager • Provide status reports to the Operations Manager • Resolve cross functional issues at project level • Manage project specific training within the defined budget • Manage project scope and implementation of change control strategy and escalate where necessary • Engage and manage subcontract resource • Work closely with customer representatives to ensure project is delivering agreed outputs • Analyse and review working practices in line with Elecomm procedures, representing Elecomm in a professional and positive manner • Time management
Skill Set Requirements:	<ul style="list-style-type: none"> • PM experience/qualifications in M&E or related trades • In depth site knowledge and experience • Excel

	<ul style="list-style-type: none"> • Word • Excellent Communication Skills • Financial Awareness • Excellent Numeracy Skills • Able to read and understand drawings • Able to read and understand technical documentation and scopes of work • Able to advise and mentor engineering resource • Presentation Skills • Line Management Skills • Man-Management Skills • Planning and organizing • Teamwork and team building • Commercial awareness • Enjoy working with people. • Be able to stay calm in difficult situations; • Have good spoken and written communication skills; • Have problem solving skills; • Be able to work as part of a team; • Be able to work accurately, with good attention to detail; 	
Reviewed By:	Paul Mansell, Head of M&E	
Approved by:	Cara Roper, HRLD Manager	
Approved By:	Date:	January 4, 2023