

Position Description – Senior Project Manager

Location:

Reporting to:

Functional Relationships:

All divisional personnel, clients, consultants, group managers, support staff and other Naylor Love personnel, sub-contractors and suppliers.

Responsible for:

Nominated project team members.

Purpose of Position:

Manage the operational and tactical aspects of multiple or large scale projects, ensuring projects are successfully undertaken with a quality and cost effective service being delivered to our clients.

Build expert knowledge in our industry and conveys knowledge to others.

Lead and work as part of the team to ensure 'Best Practices' principles in all activities are being used to achieve operational excellence and planned targets.

To deliver a professional standard of customer service and maintain a positive and cooperative attitude towards the clients, management and team members and sub-contractors.

Key Accountabilities	Performance Indicators/Expected Results
Operations	<ul style="list-style-type: none"> – Be the lead representative on large scale projects or responsible for multiple smaller scale projects and maintains a high level of accessibility to all stakeholders. – Lead the project planning process and ensuring that a high level of collaboration and buy-in is achieved with all Project stakeholders. – Manage scope and mitigate risk across projects and reviews high-level deliverables across projects. – Implement quality assurance procedures in accordance with our systems. – Lead the resolution of outcomes threatening exceptions. – Institute and maintain a comprehensive risk management regime covering all commercial and operational areas including the maintenance of a risk register. Ensure that risk assessments form the basis of all key decisions.

Key Accountabilities	Performance Indicators/Expected Results
	<ul style="list-style-type: none"> – Ensure that the project management team is appropriately resourced and to resolve any exceptions with the Construction Manager/Regional Manager. – Pick up escalating management issues and actively support team members in handling these. – Lead the contract review, forecasting and performance measuring process. – Ensure all commercial functions are expedited comprehensively and within the contractual timetables, ensuring that commercial opportunities are appropriately managed. – Manage all major negotiations on procurement, subcontracts and contractual exceptions. – Prepare comprehensive and accurate reports on project status, progress and exceptions for the Construction Manager, Client and the Naylor Love Board as necessary. – Ensure that all project activities are undertaken in terms of the '10 point paths' to a risk-free project and the procedures set out in the best practice manuals. – Apply personal expertise to complement the project team's skill base and resource levels as required.
Health and Safety	<ul style="list-style-type: none"> – Take executive responsibility for the health and safety performance of the project. – Maintain and display a clear personal commitment to the programme and ensures each project team member discharges their responsibilities. – Comply with all health and safety requirements and practices as detailed in the Health & Safety Manual.
Customer Focus	<ul style="list-style-type: none"> – Work with clients and their representatives to meet, and where appropriate anticipate and influence their needs, to achieve the best outcome for them and all other project stakeholders. – Ensure any client requests or concerns are resolved in a timely manner.
Relationship Management	<ul style="list-style-type: none"> – Create and maintain cooperative working relationships that will promote effective teamwork between all stakeholders. – Monitor relationships across the wider project team including clients, consultants and supply chains. – Act in a timely and pro-active manner to manage any issues.
Project Team Leadership	<ul style="list-style-type: none"> – Practice positive leadership in all dealings. – Create an environment conducive to innovation. – Ensure that project team members are skilled to perform tasks required of them to the expected standard and ensure work and presentation standards are maintained. – Develop others as leaders while clarifying roles and responsibilities. – Provide direct reports with regular feedback on performance and conduct annual performance development reviews.

Key Accountabilities	Performance Indicators/Expected Results
	<ul style="list-style-type: none"> – Ensure that staff are aware of and follow company procedures, protocols and policies. – Resolve staff disputes, conflicts and disciplinary issues in a timely, effective manner.
Communication	<ul style="list-style-type: none"> – Build an effective communication network, both formal and informal, between all stakeholders and uses this as a baseline project management tool. – Build an informal network amongst the key senior stakeholders and uses this to develop open lines for the discussion of issues best resolved aside from mainstream activity. – Communicate on a regular basis with the Regional Manager to ensure that he/she is aware of significant developments and exceptions on an ongoing basis.
Personal Development	<ul style="list-style-type: none"> – Keep up to date with new developments within the construction industry. – Participate in the Company annual performance development process with a view to developing own skills and knowledge. – Participate in staff training and education programmes to enhance personal development.

This job will be done well when:

- The project is successfully completed on or ahead of time, at or below budget cost, defect free at completion and with revenue maximised within the bounds of integrity.
- Notwithstanding the above, the project benchmarks at or beyond our internal project standards.
- The project runs consistently to forecast covering time cost and quality.
- Clients demonstrate a high degree of satisfaction with the services and relationships with the company, both informally and through benchmarking.
- The project has been demonstrably managed in terms of Naylor Love's values.

Person Specification:

- Have appropriate experience and background Construction Management.
- Project Managed large scale projects to the value of \$30+.
- Disciplined and self-motivated with a positive approach to work.
- Customer focused and committed to providing a high quality of service.
- Effective interpersonal skills and be able to work as part of a team.
- Ability to delegate tasks.
- Effective time management skills.
- Ability to prioritise work and meet deadlines.

- Effective and professional communicator.
- Computer skills and keyboard accuracy.

In addition to these tasks the employee shall undertake any other work required by the employer, where such work is determined to be part of the employer's business and provided that the employer assessed the employee as having the skills required to undertake such work.

To ensure the details outlined in the position description are consistent with the services provided the content of this position description may be subject to review from time to time and may therefore be revised in consultation with the employee.

Signed by Staff Member:

Signed:

Name:

Date:

Our Values

At Naylor Love, our values act as a reference point for everything we do. We are committed to supporting and demonstrating our Values when interacting with each other, our clients, our suppliers and the community.



Naylorlove
Consideration

Caring for the health, safety and wellbeing of our people and their families, and putting the Naylor Love family and stakeholders at the forefront of our decisions and actions.



Naylorlove
Relationships

Our word is our bond to our customers and our people, built on respect, being user friendly, proactive, and solutions focussed, providing *"measurably the best"* service.



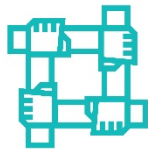
Naylorlove
Integrity

Honesty, doing what we say we are going to do, respectfully expressing our ideas and opinions.



Naylorlove
Teamwork

Working together, asking each other for help, cooperating and supporting each other for the benefit of our customers, Naylor Love and each other.



Naylorlove
Commitment

Being passionate and professional, dedicating and binding ourselves to our promises and to each other. Believing that Zero Harm can be achieved.