

Senior Project Engineer- Electrical

REF NO: HES/00079/London

CONTRACT: Permanent Full Time Staff

GEOGRAPHICAL AREA: London

POSITION TYPE: Permanent

SALARY: Excellent Salary and Benefits

ROLE SUMMARY:

The Senior Project Engineer will be electrically biased and will be responsible for the management of all technical and commercial aspects of the electrical installation, ensuring that operations on site are carried out in a safe manner, whilst ensuring functions are carried out in line with company policies and procedures and relevant legislation.

May work exclusively or as part of a team under a project manager ensuring that defined projects are engineered/re-engineered to specification and delivered in line within quality, cost and time requirements. When not working under a Project manager the

They will have an objective and proactive approach to interaction with the client and build a 'customer facing' project team capable of maintaining and developing meaningful relationships with our stakeholders.

RESPONSIBILITIES:

- To be capable of taking full responsibility for the profitable control and management of a multi-discipline contract through all the project phases- design-pre-construction-construction-commissioning-completion-soft landings-post completion.
- Manage the design process ensuring the design meets the internal and client's specification and statutory requirements.
- Positively review and evaluate the project works required by the specification and drawings, and re-engineer the installations and systems to ensure financial betterment to the project.
- Ensure early engagement of the commissioning manager
- Ensure that all operational activities are carried out in compliance with internal procedures and external legislation and guidance.
- Ensure that procurement strategy is delivered in line with programme.
- Ensure that any subcontract/warranty agreements are 'back to back' with HE Simm agreements.
- Ensure that all sub-contractors appointed by the company are fully competent to fulfil their obligations under health and safety legislation prior to commencing works on site
- Monitor and ensure that the work of appointed sub-contractors is being carried out to specification, programme and regulations.
- Review subcontractor applications/variations and report as necessary.
- To be the company's senior representative when not working under a project manager for a given project and have the authority to make decisions on behalf of the company and accept responsibility for all matters affecting the project.
- Review, develop and agree roles and responsibilities for each project team member under their control, ensuring that all persons are competent to fulfil their assigned tasks.
- Review, develop and agree daily, weekly, monthly resource objectives as required.

- Attend internal project handover meetings and agree margin enhancement strategy and commercial strategy for the project and ensure that the commercial performance of the project is monitored and reported in line with business procedures.
- Will be responsible for the overall HESQ, direction and control of site activities to implement the health and safety policy and environmental policy at project level and ensuring compliance with any relevant internal procedures, statutory requirements and other obligations which are relevant to their operations.
- Ensure the correct operation of the company systems and reporting procedure to minimise risk including monthly project performance reviews.
- To have overall responsibility for the administration, control, programming, re-programming and progress of the project.
- Ensure that labour is used effectively and in a way that maximises the productivity of the business, correcting unproductive activities
- Attend contract review meetings/6 week work plans and lead if necessary
- Compile and submit valuations/Variations with the Project Manager/Project Commercial Manager in line with the subcontract, ensuring that these are maximised and that timely payment is received.
- Provide information required for 'Monthly Contract Report' in conjunction with the Project Manager and Project Commercial Manager and Operations Director
- Will represent the business as the Soft Landings Champion on allocated projects and ensure that the 'Soft Landings' procedures are implemented and adhered to.
- Ensure that HE Simm final account and variations are agreed progressively and that the final account is agreed within one month of PC.
- Ensure that completion documentation is made available in good time.
- Attend internal project close out meetings and implement any improvement measures that arise.
- Develop 'Post completion Remedial Action Plan' with client and customer care representative and close out progressively.
- Ensure a relentless focus on 'Safety Comes First' and 'Focus 30'
- On completion of a project provide specific project detail to the marketing department to aid project case studies.
- Maintain CV with current previous/current project information for business case presentations

PERSONAL QUALITIES:

- Project management experience within MEPH sector, preferably 5 years in similar position.
- Ability to manage a large complex team.
- Proven experience of delivering a project size of £1m +.
- Previous experience in Education sector is desirable although not essential.
- Experience of working collaboratively with all stakeholders, including supply chain.
- Preferably educated to HNC level in Building services Engineering or equivalent.
- Financial awareness is required to achieve financial targets and manage risk and opportunity. The individual should have confidence in their ability to lead, influence and communicate with others to deliver targets.
- Have an astute commercial awareness and the ability to identify risk with appropriate measures and opportunity.
- Ability to easily prioritize workloads, control and measure effectively, delegate and to work flexibly when required.
- Good communication skills – be able to lead by example, promote team working and integrate with teams influencing style and customer approach.
- Take full accountability for performance and development of their team

BEHAVIOURAL COMPETENCIES:

- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers. Actively collects first-hand customer information and uses it to improve services and solutions. Manages the experience of customers to ensure positive relationships are established and maintained. Has the ability to build strong internal and external relationships.
- **Driven:** Demonstrates complete focus and determination to achieve successful outcomes. Is highly motivated and has a good work ethic. Is enthusiastic tenacious and determined.
- **Operational Excellence:** Plans and organises resources to safely achieve maximum efficiency and output. Delivers results consistently. Identifies and implements opportunities to increase sales and profit or reduce costs.
- **Leadership:** Highly professional, visible, articulate and confident leader, setting the tone and standard by your example. Takes full accountability for performance and development of their team.
- **Creative Mind:** Thinks about the best way to provide information in a clear and concise manner and is able to see an opportunity and develop it. Sees connections in data, events, trends etc. not obvious to others.
- **Communication:** Approachable team player who is able to communicate at different levels and situations and influence people, who can clearly communicate ideas, plans and priorities to others. Makes communication a priority so there are no surprises.
- **Smart:** Is able to perform consistently under pressure, think quickly and adapt to different situations.

ADDITIONAL INFORMATION AND REQUIREMENTS:

The Project Engineer will report to the Project Manager, were this is not a Project Manager they will report to the Operations Director.

Due to the changing nature of our business, the company reserves the right to alter the content, tasks and responsibilities of this job description to reflect changes to the job, without altering the general character or level of responsibility. All employees are therefore expected to work in a flexible manner when the occasion arises and when tasks not specifically covered in the job description have to be undertaken.