

## SECTION 1 : JOB DESCRIPTION

<b>JOB TITLE:</b>	Principal Project Manager - Energy		
<b>SERVICE AREA:</b>	Project and Programme Management		
<b>DIVISION:</b>	Design, Construction & Facilities Management		
<b>GRADE:</b>	GR6 SCP41-49	<b>NO OF POSTS:</b>	1
<b>ID REF:</b>		<b>DATE:</b>	APR 22

### 1. PURPOSE OF JOB:

1. To work flexibly and exhibit and endorse the vision and values and behavioral traits of the organisation.
2. Responsible to the Director for Project and Programme Management for the management, leadership and delivery of a project management and construction service within Acivico, working collaboratively with other disciplines and partners. To assist the Director of Programmes and Projects and other team members in delivery of professional consultancy services to clients.
3. Support the Director of Programmes and Projects to develop and deliver market-led/customer-focused business plans aimed at growing the reputational value, customer base and profitable income potential of Acivico and the service.
4. To provide the drive, analysis, processes and information to deliver agreed performance targets.
5. To work flexibly and exhibit and endorse the stated vision, values and behavioral traits of the organisation.

### 2. KEY RESPONSIBILITIES:

#### 2.1 Customer Retention and Market/Opportunity Development:

Including Acivico Market Profile and New Service Solution/Product Development.

Duties and responsibilities may include any of those detailed below and may be varied according to the needs of the designated service area(s). They may also include other duties that are commensurate with the grade and nature of the post. There is an expectation that the post holder will develop in line with key 'strengths' to ensure flexible and integrated working across the organisation.

1. To lead (where necessary), contribute to and support new business sales and marketing campaigns related to the team.
2. To generate income and control team expenditure to achieve or exceed agreed financial performance targets.
3. Support the Director of Project and Programme Management to

identify and implement an innovative, growth focused commercial strategy, underpinned by continuous service improvement and new service introduction in relation to both existing and emerging markets.

4. Support the Director of Project and Programme Management to initiate and/or support market research/analysis to inform the preparation of annual service business plans/recommendations (capturing detailed revenue and expenditure profiles) ensuring that all business development opportunities (new products, services and markets) are optimised to build and develop collaborative relationships with colleagues, key customers and stakeholders.
5. To maintain an awareness of external factors (including competitors, construction developments, government business initiatives, current and proposed legislation in relation to commercial activities) which impact the business. Communicating such information and any subsequent changes to the team and service area.
6. To contribute to and support the development and implementation of improved professional services, including service improvement, customer satisfaction, public relations, marketing, performance management and other emerging business initiatives.
7. To represent the company externally e.g. at networking events, conferences and exhibitions to enhance and strengthen the company's profile and optimise all business development opportunities.
8. Support the Director of Project and Programme Management to review and assess the potential to develop strategic partnerships with sector specialists.
9. To participate and contribute to service development, from innovation through to successful implementation.
10. To demonstrate excellent negotiation and influencing skills to benefit the organisation.

## 2.2 **Operational Performance:**

1. To focus on striving for excellence by generating additional income and driving out unnecessary waste through continuous process improvement and embracing and implementing change and reviewing existing products, services and markets.
2. To contribute to ensuring that all commercial activities meet or improve on budget, cost and efficiency targets (Key Performance Indicators) in line with business objectives.
3. To ensure compliance with all statutory requirements, e.g., Health & Safety, etc., and the implementation of a positive Health & Safety culture that has ownership at all levels.
4. To oversee ongoing service delivery risk and quality monitoring systems to ensure the highest standards of customer service are delivered.

5. Ensure good relations and communications with all members of the team and respond politely and in a timely fashion to all internal and external customers.
6. To comply with the full range of HR procedures in accordance with Acivico's policies.
7. Observance of Acivico's Equal Opportunities policy.
8. Any other duties as commensurate with the post.

### 2.3 **People Management:**

1. To ensure the effective management of staff in line with Acivico's people management policies including:
  - undertake ongoing supervision and review of direct reports through the PDR and 1-1 process and ensure this is embedded for all indirect reports within service area and integrated service projects,
  - identifying the top performers and implement appropriate action plans to further enhance their performance and career in Acivico,
  - identifying non-performers and assist management to develop personal development plans and monitor their progress on a monthly basis,
  - providing career guidance to employees and encourage them to be career focused through personal development, outstanding performance and good attitude,
  - assisting in monitoring and evaluation of the performance of talented employees and implementing appropriate retention strategies to minimise the staff turnover rate.
2. To oversee the operation of a full range of relevant HR procedures in accordance with Acivico's policies.
3. To ensure compliance with all statutory requirements, e.g., Health & Safety, etc., and the implementation of a positive Health & Safety culture that has ownership at all levels.
4. Observance of Acivico's Equal Opportunities policy.

### 2.4 **Finance and Commercial (Contracts) Performance:**

1. To contribute to the profitability, efficiency, continuous development and compliance of all client contracts/agreements within the service area.
2. To participate in the assessment of risks to the business of any existing and new commercial opportunities.
3. To manage and administer strategic partnerships/ relationships in accordance with contractual requirements and agreed key performance indicators.
4. Ensure the compliance of Business Support's systems with the Data Protection Act and Freedom of Information Act; record management; filing and muniments systems.
5. Comply with Acivico's agreed Quality Management System (QMS) in

accordance with the ISO9001 Quality Accreditation, ISO14001 Accreditation or an equivalent standard. Standing Orders, Financial Regulations, Data Protection Act, Freedom of Information Act and relevant policy/legislation.

6. Any other duties as commensurate with the post.

### 3. SUPERVISION REQUIRED:

**Supervising Officer:** Programmes & Projects Practice Manager

**\*Level of Supervision:** 3

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Post Title:	Grade:	No of Posts:	*Level of Supervision
Senior Project Manager	GR5	Up to 1	2
Retrofit Coordinators	GR5	Up to 2	2
Graduate/Assistant Project Managers	GR3	Up to 1	1
Professional Support Services Officer	GR3	Up to 1	1

\*Level of Supervision:

1. Regularly supervised with work checked by supervisor
2. Left to work within established guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

### 5. SPECIFIC JOB REQUIREMENTS:

1. To provide high level Project Management, Energy and Construction advice and technical expertise including leading on the planning, resourcing, programming and management of Energy programmes and projects to clients.
2. Provide client/consultant liaison, ensuring both the clients and project objectives are delivered.
3. Provide Strategic advice to clients on the use and development of assets, options appraisals, priorities and alternative procurement strategies.
4. To provide expert advice on the planning and securing of external funding and bids and the production of reports and business plans.
5. To act as the lead point of contact for client liaison and reporting, monitoring and advise.
6. Responsible to the Director of Project and Programme Management for the management, leadership and delivery of a Project and Programme management and energy construction service within Acivico, working collaboratively with other Disciplines and partners. To assist, support and work with colleagues in the delivery of design, cost and value management and professional consultancy services to

clients.

7. To control and manage programmes of major and minor energy projects ensuring delivery to time, cost and quality.
8. To act as Project Manager on large complex schemes or large and complex portfolios of energy projects and to be responsible for leading integrated multi-disciplinary teams, in the delivery of major projects to meet customer expectations, championing the 'project management' role.
9. To assist with the development and integration of the project management within Acivico and with the external partners including the management, training and development of staff under his/her control.
10. To be responsible for leading a team of energy specialists, working in leading integrated multi-disciplinary teams, in the delivery of major projects to meet customer expectations.
11. To assist the Director of Project and Programme Management develop systems and workflow methodology to ensure the effective, timely and economic use of resources to deliver projects to the satisfaction of customers.
12. To work closely with other staff to maximise the skills, capacity and professional expertise in the delivery of all energy projects to ensure integrated working with multi-disciplinary teams within Acivico and with external partners.
13. To work with the Finance Business Partner and other colleagues within Acivico in the control of budgets, project resourcing/expenditure and ensuring the overall financial viability of commissions.
14. To lead and co-ordinate all aspects of the Project Management function including formulating briefs, feasibility reports, production of project programme, management of design and cost information production.
15. To facilitate communication and ensure a clear understanding of outputs and programme milestones by all parties within multi-disciplinary teams including Acivico, external consultants, partners, clients and contractors.
16. To assist the Director of Project and Programme Management and the Commercial Director in improving the quality of design, life cycle/whole life costing, selection of procurement routes, project delivery.
17. To deputise and provide cover, as required, in the absence of the Director of Project and Programme Management including attendance at Senior Leadership Team meetings.

## SECTION 2: PERSON SPECIFICATION

**Method of Assessment:** AF = Application Form; I= Interview; T = Test/Exercise; P = Presentation

	Essential	MoA
	<b>Experience:</b>	
1.	Extensive post qualification experience in a professional construction discipline e.g. Architecture, Building Surveying, Quantity Surveying, Engineering, Project Management, Construction Management.	AF, I, T, P
2.	Extensive management experience at a senior level to include the following: <ul style="list-style-type: none"> <li>• Project management of diverse and major/complex projects, particularly with an energy focus</li> <li>• The management and motivation of people/teams</li> <li>• Performance management</li> <li>• Contract, financial and budgetary control</li> <li>• Co-ordinating complex workloads and multi-disciplinary resources</li> <li>• Process and systems</li> <li>• Collaborative/partnership working</li> </ul>	AF, I, T, P
3.	Experience in the preparation, implementation and management of NEC and JCT contracts for building and building services.	AF, I, T, P
4.	Experience of project managing the delivery of either design or maintenance of a large diverse portfolio and customer profile.	AF, I, T, P

	<b>Skills &amp; Abilities:</b>	
1.	The ability to deliver high performing services and exceptional customer service.	AF, I, T, P
2.	The ability to successfully manage project managers to provide professional/technical services leading multi-disciplinary teams of a diverse design, maintenance and professional construction team, to include those areas listed under experience.	AF, I, T, P
3.	The ability to co-ordinate and monitor delivery of work	AF, I, T, P

	programmes to financial, time and quality targets and to manage and prioritise resources.	
4.	The ability to manage and co-ordinate major contracts for construction, repair and maintenance.	AF, I, T, P
5.	The ability to agree budgets, delivery programmes, establish targets, monitor and control large scale revenue and capital expenditure.	AF, I, T, P
6.	The ability to operate at a strategic level to promote and develop the work of Acivico to retain existing clients and seek new markets to include a clear understanding of customer care and quality.	AF, I, T, P
7.	The ability to demonstrate commercial acumen in line with Acivico's vision, values and overall business strategy.	AF, I, T, P
8.	The ability to operate at a strategic level to promote and develop the work of Acivico to retain existing clients and seek new markets to include a clear understanding of customer care and service quality.	AF, I, T, P
9.	High level leadership, negotiation and people skills.	AF, I, T, P
	<b>Essential:</b>	
1.	The ability to realise the benefits of and develop technology in the workplace.	AF, I, T, P
2.	Numeracy and analytical skills.	AF, I, T, P
3.	Programming skills.	AF, I, T, P
4.	The ability to train, develop and motivate staff.	AF, I, T, P
5.	The ability to develop and manage change, challenge and organisational re-positioning.	AF, I, T, P

	<b>Training &amp; Development:</b>	
1.	Evidence of continuous professional development and management training	AF/I
2.	Training in project management or project management systems	AF/I

3.	Compliance with the CPD requirements of an appropriate Professional Institution.	AF/I
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<b>Qualifications:</b>		
1.	Degree in appropriate business-related subjects/discipline or equivalent experience.	AF/I
2.	Chartered/Membership status of an appropriate construction related Professional Institution e.g. RICS, MAPM, or working towards.	AF/I