

SECTION 1: JOB DESCRIPTION

JOB TITLE:	Energy Project Manager	NO OF POSTS:	1
SERVICE AREA:	Project and Program Management Energy	DATE:	13/06/22
DIVISION:	Design & Consultancy		
GRADE:	GR5		
ID REF:			

1. PURPOSE OF JOB:

- 1.1 Responsible to the Project and Program Management Energy in providing a full range of professional services relating to Local Authority Delivery and other Government Energy schemes to internal and external clients. To represent Acivico at a project level and in managing programs of work and maintaining the highest possible standards of design and construction.
- 1.2 Support the Principal project Managers to contribute knowledge and experience into a market-led/customer-focused business plans aimed at growing the reputational value, customer base and profitable income of Acivico.
- 1.3 To work flexibly and exhibit and endorse the vision and values and behavioral traits of the organization.

2. KEY RESPONSIBILITIES:

- 2.1 **Customer Retention and Market/Opportunity Development:** Including Acivico Market Profile and New Energy opportunities.

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 organization.

1. To contribute to and support new business and marketing campaigns related to the team.
2. To generate opportunities in public and private Energy schemes.
3. To build and develop collaborative relationships with colleagues, key customers, and stakeholders.
4. 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.
5. 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.
6. To represent the company externally e.g., at networking events, conferences and exhibitions to enhance and strengthen the company's profile and optimize all business development opportunities.
7. To demonstrate excellent negotiation and influencing skills to benefit the organization.

2.2 **Operational Performance:**

1. To work as part of a high performing team geared to providing exceptional customer service and demonstrating commercial acumen in line with Acivico's vision, values and overall business strategy.
2. To focus on striving for excellence by driving out unnecessary waste through continuous process improvement.
3. 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.
4. To ensure compliance with all the requirements of Acivico's Quality System BS EN ISO 9001 and ISO 14001.
5. To ensure compliance with contractual provisions on individual projects and programs of work.
6. To become familiar with and ensure compliance with the requirements of Acivico's professional services specification for projects and programs delivered in accordance with Acivico's contract with Birmingham City Council.
7. Observance of Acivico's Equal Opportunities policy.
8. Any other duties as commensurate with the post.

2.3 **People Skills:**

1. Ensuring good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.
2. To comply with the 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.

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

1. To contribute to the profitability, efficiency, continuous development and compliance of any client contracts/agreements within the service area.

3. **SUPERVISION REQUIRED:**

Supervising Officer: Energy Project Manager

***Level of Supervision:** 2

*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

4. **SPECIAL CONDITIONS:** None

5. **SPECIFIC JOB REQUIREMENTS:**

1. To assist the Principal Project Manager in the provision of project management services working alongside multi-disciplinary in-house professional/technical teams, consultant and contractor partners in the delivery of Local Authority Delivery related services to in-house and external clients. Responsible to the Principal Project Manager for the delivery of a project management service within Acivico working collaboratively with other team members and partners.

- To assist the Principal Project Manager and other team members in delivery of design, maintenance and professional consultancy services to Acivico's clients.
2. To ensure the delivery of projects to time, cost and quality.
 3. To assist the principal project manager, working in leading integrated multi-disciplinary teams, in the delivery of major projects to meet customer expectations, championing the project management role.
 4. To assist with the development and integration of the project management function within Acivico and with external partners including the management, training and development of staff.
 5. To provide a professional, responsive and customer facing service working in an integrated and collaborative way within Acivico and with partners.
 6. To assist the Principal Project manager to develop systems and workflow methodology to ensure the effective, timely and economic use of resources to deliver projects to the satisfaction of customers.
 7. To work closely with the Principal Project manager, Managers to maximize the skills, capacity and professional expertise in the delivery of all projects to ensure integrated working with multi-disciplinary teams within Acivico and with external partners.
 8. To work with the principal project manager and other team members in the control of budgets, project resourcing/expenditure and ensuring the overall financial viability of commissions.
 9. Provide project management advice and technical expertise including leading on the planning, resourcing, programming and management of projects.
 10. Provide client/consultant liaison, ensuring both the clients and project objectives are delivered.
 11. To act as Project Manager on a portfolio of projects.
 12. To lead and co-ordinate all aspects of the project management function, including formulating briefs, feasibility reports, production of project program, management of design and cost information production.
 13. To facilitate communication and ensure a clear understanding of outputs and program milestones by all parties within multi-disciplinary teams including Acivico, external consultants, partners, clients and contractors.
 14. To assist the Principal Project manager and other team members in improving the quality of design, life cycle/whole life costing, selection of procurement routes, project delivery and achievement of Rethinking Construction/Egan principles.

SECTION 2: PERSON SPECIFICATION

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

	Essential	MoA
	Experience:	
1	Post qualification experience in a professional construction discipline, e.g., Architecture, Building Surveying, Quantity Surveying, Engineering, Project Management, Construction Management, Working on Government funded grant scheme.	AF
2	A minimum of 3 years post qualification experience working as a Project Manager including experience at project level to include the following: <ul style="list-style-type: none"> • project management of diverse projects • contract, financial and budgetary control • coordinating workloads and multi-disciplinary resources • process and systems • collaborative/partnership working 	AF
3	Experience in the preparation, implementation and management of NEC & JCT contracts for building and building services.	AF
4	Experience of project managing the delivery of either design or maintenance for a variety of projects and customers	AF
	Skills & Abilities:	
1	The ability to successfully carry out the project Management function in a customer focused, commercially driven organization. The ability to deliver high performing services and exceptional customer service.	AF, I
2	The ability to demonstrate commercial acumen in line with Acivico's vision, values and overall business strategy.	AF, I
3	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
4	The ability to provide project management services as part of a multi-disciplinary team of a diverse, design, maintenance and professional construction team to include those areas listed under experience.	AF, I
5	The ability to co-ordinate and monitor delivery of work programs to financial, time and quality targets and to manage and prioritize resources	AF, I
6	The ability to manage and co-ordinate contracts for construction, repair and maintenance.	AF, I
7	The ability to agree budgets, delivery programs, establish targets, monitor and control revenue and capital expenditure	AF, I
8	The ability to promote and develop the work of Acivico to retain existing clients and seek new markets to include a clear understanding of customer	AF, I

	care and quality	
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	Essential	MoA
	Skills & Abilities (continued...)	
9	Leadership, negotiation and people skills	AF, I, P,
10	Communication and presentation skills	AF, I, P,
11	The ability to operate in a commercial environment	AF, I, P,
12	Awareness of and empathy with diversity and equal opportunities issues	AF, I,
13	The ability to realize the benefits of and develop technology in the workplace	AF, I, P,
14	Numeracy and analytical skills	AF, I
15	Programming skills	AF, I, P,
16	The ability to train, develop and motivate staff	AF, I
17	The ability to develop and manage change, challenge and organizational repositioning	AF, I
	Training & Development:	
1	Training in project management or project management systems	AF, I
2	Compliance with the CPD of an appropriate professional institution	AF, I
	Education & Qualifications:	
1	Chartered/Corporate status of an appropriate construction related professional institution, e.g., RIBA., CIOB., RICS., CIBSE	AF, I