**SELWOOD LTD**

**POSITION DESCRIPTION: Project Manager**

**LOCATION:** Liverpool

**POSITION PURPOSE:** As a Project Manager, you will play the lead role in planning, executing, monitoring, controlling, and closing out projects. You will be accountable for the entire project scope, budget, and the success or failure of the project.

 In this role, project managers must be adept at coordinating resources, managing budgets, measuring / tracking project progress, and communicating with all stakeholders.

They also assess risks and resolve any issues that arise throughout a project’s life cycle, often being called on to make difficult decisions regarding complex and competing priorities to achieve desired project outcomes.

**RESPONSIBLE TO:** Head of Project Delivery.

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| **REGULAR CONTACTS:** | **External**  | Customer representativesOther site contractorsSupplier Contacts |
| **Internal** | Project Co-ordination ManagerHead of Project DeliverySolutions DirectorsSenior Solutions ManagersSolution TeamsInstallation and Electrical Managers and TeamsMechanical and Electrical Schedulers Application Support ManagersSupercentre TeamsProject Support Co-ordinatorsProject controllersCommercial Team Sales Managers and Sales teamsClient Support B.I.M TeamSHEQHR |

**MAIN RESPONSIBILITIES:**

* The ability to lead multiple projects simultaneously.
* Collaboration with Selwood internal Sales and Solutions departments to define and document project scope, objectives, and desired outcomes.
* Work closely with the Project Delivery Team to design a work plan based on upon the project requirements and member expertise.
* Working effectively with relevant stakeholders for efficient project implementations and monitor ongoing project performance to ensure that all projects are delivered on time and within the allocated budget.
* Compiling and submitting detailed project status reports to clients, management, and other stake holders as per demand and requirements.
* Delivering excellent leadership, customer relations and communication skills to liaise effectively with all project stakeholders.
* Perform regular assessment of project execution to identify areas of improvement.
* You will be responsible for authorising the Safe System of Work Process, ensuring all on-site risks have been identified and stringent control measure have been put into place.
* Review and manage suppliers and vendors ensuring timely deliveries.
* Identify and report any deviations from the project plan/ Subcontract agreement to raise early warnings and compensation events in a timely manner.
* Track Project performance periodically to ensure both short- and long-term goals are met and manage expectations both internally and externally.
* Manage and maintain detailed documentation of project plans, requirements, technical data and other artifacts.
* Recruit, train, develop, motivate, and ensure effective management of all direct reporting staff.
* To drive industry best practices, techniques, and Company standards, ensuring all team members comply with policies, procedures, and relevant regulations at all times for effective project execution.

The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

* Advanced Project Management qualifications. For example, Prince2 or PMP etc.
* Desirable - Degree qualified and chartered or equivalent professional qualification where possible.
* Experience of working within the Pump Hire Industry or a background in Mechanical engineering, with a Basic Knowledge of Water treatment processes.
* Demonstrable experience of successfully supervising a team onsite, being able to demonstrate leadership skills and the ability to motivate a team for successful outcomes
* A leader with excellent communication (verbal and written) and interpersonal skills, with the ability to listen, offer sound feedback and resolve conflict
* Demonstrate a high level of communication skills with the ability to provide instruction and complex or detailed information and advice in a timely, clear, and positive manner.
* Ability to act proactively / be forward thinking whilst maintaining a methodical, attention to detail approach
* Excellent organisation and time management skills, with the ability to manage changing priorities. You must be able to work in a fast-paced environment, to tight deadlines and handling multiples tasks at once, whilst ensuring efficiency and a strong output is achieved
* Work effectively as part of a team both locally and with departments in the wider business
* Flexibility to support the business to get the job done understanding the requirements of all stakeholders while maintaining a safe environment for all Have strong analytical and problem-solving skills with the ability to use sound judgment to make good decisions
* Compliant accurate record keeping is important to this role
* Ability and willingness to travel throughout the UK as and when necessary, sometimes with nights away
* A full UK driving licence is required for this position