



Job Description

Job Title:	Project Manager (CDE013)
Reports to:	Capital Area Delivery Manager
Team:	Capital Engineering Delivery
Location:	Ty Awen
Band	8 (£38,191 - £44,874)

As a credible member of the Capital maintenance Delivery Team you will:

Provide Leadership and management of projects including line management responsibilities to a number of Project Coordinators.

Be accountable for delivery of projects to ensure completion within the statutory, regulatory and financial outputs of the DCWW Business Plan, demonstrating value for money investment on all projects by ensuring the DCWW commercial and procurement processes are adhered to by all contractors, and to interface with the operations and asset strategy teams to ensure that DCWW meets its serviceability targets and improves its asset investment management systems, processes and competencies to achieve a successful outcome at the next price review.

Ensure the business is able to meet its requirement for project delivery in line with CDM requirements, to an agreed timeline and within approved target cost which will enable delivery of the DCWW investment programme.

Assess project needs, define scope, optioneer solutions, input to design activities, collate project target costs, procure services, manage project construction & delivery and commission the projects for a defined programme of work. In order to fulfil these requirements there will be a need to work closely with operational and design colleagues in order to ensure business requirements are met.

Identify and implement best practice project delivery from across the water sector, and from other sectors of the construction industry.

As Project Manager you will:

- Be accountable for the delivery of planned programmes of work to a pre-defined timeline and within agreed budgets.
- Effectively monitor and track delivery and be able to take appropriate action in the event of programme slippage and contractor cost management under NEC conditions of contract.
- Ensure implementation of DCWW contract, supply chain and commercial systems to ensure consistency.
- Comply with DCWW Health and Safety requirements and ensure all projects comply with the latest CDM Regulations.
- Where appropriate implement sustainable and innovative project solutions, working toward efficiency targets and reduction in DCWW's carbon footprint.

- Ensure DCWW's interests are protected at all times and that risks to the business are minimised.

Principle Accountabilities:

- Provide leadership and direction to the delivery team so as to ensure that the department's projects are delivered safely, on time and to budget.
- Fulfil the role of Project Manager as defined under NEC.
- Accountable for the delivery of special projects, involving above ground, below ground or both asset types, in a defined area.
- Ensure investment needs are effectively scoped and optimal solutions are identified, input into design and manage the procurement processes, also manage the construction, delivery and commissioning of assets.
- Work collaboratively with operational and design teams, strategic partners and supply chain to fully understand asset performance concerns.
- To provide Project Management expertise for engineered solutions and provide support to operational colleagues and strategic partners as and when needed.
- Ensure project risks are identified, understood, valued and correctly allocated.
- Manage the early warning and risk reduction process.
- Manage the post-project appraisal process.
- Instigate project stakeholder signoff in order to ensure DCWW's interests are represented during solution selection and any business risks are understood.
- Assist with the resolution of issues between third parties and DCWW.
- Ensure that all project handover documentation and procedures are complete before issue of Final Certificates.
- Challenge suppliers, contractors and designers to ensure best fix to operational issues and taking all reasonable steps to design out health & safety risk.
- Ensure IMS procedures are followed at all times and get involved in annual review
- Liaise closely with cost managers on spend profiling, forecasting and scheme closure
- Performance management, training & development of direct reports in accordance with all HR policies, including people engagement.
- Control capital project delivery to ensure that any investment satisfies operational needs and are fit for purpose.
- Oversee target cost development and setting and ensure delivery against those targets for projects by ensuring that risk registers minimise any potential financial risk. This will entail dialogue with the commercial team.
- Help identify good/best practice construction techniques, and bad practice where applicable under the 'near miss' reporting procedure.
- Provide a coaching role to members of the delivery team.
- Support the area programmer to develop the capital programme.
- Ensure all projects comply with the latest CDM Regulations.
- Monitor response /actions / timescales for the various capital programmes.
- Produce regular monthly reports on capital scheme delivery progress.
- Help identify good /best practice and techniques for engineering work.
- Undertake appropriate 'root cause' analysis upon scheme completion in order to ensure that there is a continuous improvement process applied.
- Carry out any other duties as directed to meet business needs.

Key Relationships

Internal

- Operations, Asset Strategy, Finance, Estates, Streetworks, Procurement, Health & Safety and Commercial teams.
- Day to day liaison with operational staff regarding planning and scheduling.
- Design Team
- All levels of management within DCWW

External

- Regulators NRW/Ofwat/DWI/CCW
- Local authority highway and planning departments
- Other leading companies within the water sector

Key:

A – Assessed via application form

I – Assessed at interview

T – Assessed using psychometric/ability test

<u>Experience, Qualifications and Skills</u>	<u>Assessment Method</u>		
	A	I	T
Professional Qualification and Education to Degree level or Equivalent.	X		
Extensive experience of project management, leading a Project team in the delivery of high volume capital solutions. Minimum 10 years' experience	X	X	
Detailed knowledge of IMS processes with regard to Capital maintenance projects.	X	X	
NEBOSH Certificate in Construction Health & Safety	X		
Experience and understanding of Health and Safety Legislation including CDM Regulations	X	X	
A wide range of project delivery ability and people-management skills are required, combined with strong commercial awareness in the planning, design and construction of projects	X	X	
Decision making and awareness of wider business issues, corporate policies and the ability to deliver cost effective solutions within target timescales is essential	X	X	
High level analytical skills will be required to ensure effective scoping, optioneering and delivery of effective solutions to operational problems	X	X	
Excellent communication and team-working skills	X	X	
The ability to work to tight regulatory and project deadlines	X	X	
PRINCE2 and APM qualified	X	X	
NEC Contract Management experience	X	X	

<u>Competencies</u>	<u>Assessment Method</u>		
	A	I	T
Achievement and Motivation – The drive and energy to produce excellent results and to continually find ways of improving relationships, outputs and processes	X	X	
Adaptability – The ability to maintain effectiveness with changing environment, tasks, responsibilities or people. The ability to modify your approach or style in order to reach a goal.	X	X	
Attention to Detail – The ability to handle detail. The ability to able to analyse, understand and produce detailed information accurately	X	X	
Engagement and Communication Skills – The drive and ability to exchange appropriate information with relevant people at the right time. The desire to seek first to understand as well as to be understood. The ability to engage people of all levels within the organisation	X	X	
Critical Thinking – The ability to gather, understand, analyse and interpret information and concepts, verbal or numerical, about people or situations, quickly.	X	X	X
Interpersonal Sensitivity – The awareness of other people and the environment and your impact on these. The ability to get on with people in different situations and to work with others towards mutual goals.	X		
Ownership and Reliability – The readiness to take responsibility for projects or issues and to be accountable for their timely delivery and quality. The capacity and motivation to consistently deliver any undertakings made.	X	X	
Resource / Project Management – The ability to establish an appropriate course of action, either for oneself or for others, and to manage all resources (to include people, budgets, contracts, systems and processes) effectively, in order to achieve an objective.	X	X	
Teamwork – The belief in the value of synergy; understanding the part you will play in the varying teams that you work in and always helping other people to play that part as well as your own part within any team.	X	X	
Commercial Awareness - The understanding of the economics of business. The understanding of the business benefits and commercial realities, from both the organisation's and the customers' perspectives.	x	x	

- If you wish to apply **please submit a tailored CV and a Declaration Form for CV applications** (which can be obtained on the Vacancies page of the Dwr Cymru Website or the Infozone) to recruitment@dwrcymru.com
- In order to assess a candidate's suitability, CVs should be tailored to demonstrate evidence in relation to the Experience, Qualifications and Skills and Competencies listed above.

Dwr Cymru Welsh Water is an Equal Opportunities Employer
Welsh language skills are desirable for this post