

# Job Description



**Job Title:** Senior Project Manager

**Department:** Projects

**Reporting to:** Head of Projects

**Key Objectives:** The role of Senior Project Manager is to initiate, plan, execute, monitor/control and close projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Senior Project Manager will define the project's objectives and oversee quality control throughout its life cycle. The Senior Project Manager will take responsibility, lead and drive the team to success.

## Key Responsibilities:

- Identify and manage project dependencies and critical path
- Develop full scale project plans, track project milestones and deliverability
- Work closely with customer management to understand the business requirement for the project, developing effective working relationships and ongoing management processes for the project
- Define deliverable, resource management and work plan for the project and manage their development and delivery
- Ensure that the project is delivered within the financial requirements of the business unit
- Estimate and plan projects from start to finish with built in contingencies
- Ensure projects meet project specifications and industry leading quality standards
- Manage monitor and motivate the cross functional team assigned to the project
- Conduct project presentations and compile reports to all management levels
- Act as Client and Supplier interface as required
- Implement and manage project changes, interventions and costs to achieve project outputs
- Carry out risk-benefit analysis, present options and plan accordingly.
- Mentor junior team members in every aspect of the project

## Essential Experience and Knowledge

- Oil & Gas Industry / Subsea Awareness Experience
- Ability to read Engineering Drawings / Hydraulic Schematics
- Experience of pressure retaining components
- Excellent organisation skills with meticulous attention to detail
- Ability to understand client's specifications and the process flow
- The ability to write and perform Client presentations to all management levels
- Excellent interpersonal skills with the ability to work with a range of different personalities and all levels of management
- The ability to work accurately under tight deadlines
- Fully conversant with Microsoft Office and Project
- Proven successful track record of Project Management with 5+ years of experience
- Proven record of managing projects with a value of £5million+
- Project Management qualification (APM, Prince2 or similar)

**Desirable Experience and Knowledge:**

- Experience of managing a team
- Engineering Degree or equivalent
- Production control knowledge
- Quality and ISO systems knowledge