

## PERFORMANCE RELATED JOB DESCRIPTION

**Job Title** : Projects Manager  
**Employee Name** :  
**Reports to** :  
**Date** :

### Purpose :

---

To mobilise and deliver construction projects to the clients agreed criteria (e.g. time, budget and quality).

To help develop new clients and sectors.

### Function :

---

- Communications
- Teamwork
- Goal Setting
- Performance Management
- Client Relationships
- Problem Solving

### Roles & Responsibilities :

---

- Identify and agree solutions to clients problems.
- Focus on both Client and Company KPI's.
- Prepare Health & Safety plan and secure approval.
- Chair internal project mobilisation meetings and distribute minutes.
- Ensure a programme is prepared and issued for each job (using Lean techniques where appropriate).
- Ensure labour is organised efficiently.
- Ensure the programme is updated.
- Ensure co-ordination between Project Co-Ordinators and Site Managers.
- Chair internal progress meetings on site to oversee performance and ensure all Health & Safety and other regulations are adhered to.

- Present written contractors progress reports to the client / design team.
- Chair project review meetings.
- Hand the building over on or before time.
- Hand the building over with no reportable accidents.
- Hand over the project with no defects that affect the client's use of the building.
- Client satisfaction survey to indicate satisfied or better.
- Chair the internal closedown meetings and follow up all actions.
- Ensure the Practical Completion Certificate is received.
- Ensure that a polite and helpful manner is used.

Required Qualifications	Level / Discipline	Date of Accreditation	Comments
I.T. Training			
CSCS Card			
SMSTS			
H&S Touch Screen			

Key Performance Indicators – How to prove that you are doing your job properly	
Outputs	Indicators
Sector Marketing plan	Assist Team Leader with Plan
Client Management Plan	Signed off by Team Leader This should show clearly how the capability of the team is to be grown to ensure the team delight their customers
Sector Plan	Assist Team Leader with Plan

Engaged Staff	Gallup 12 survey
Engaged customers	Customer Satisfaction KPI's
Cash Flow	Assist with Team Leader with Monthly Figures

PLAN

MANAGE

MONITOR

NB Evidence of completing your Roles and Responsibilities must be produced at every review.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed quarterly and amended as necessary to ensure they reflect the needs of the job.