



## Project Manager

**Department:** Projects  
**Reporting to:** Operations Director

**Site:** Lincoln  
**Key Reports:** None

### Role Summary

To fully own, manage, execute and deliver domestic and international projects end to end. The Project Manager (PM) will liaise with the relevant internal and external departments, managing all aspects of the project whilst ensuring commercial and technical objectives are met. The role requires the ability and willingness to travel internationally and within the UK visiting clients, suppliers and partners.

Key deliverables to include initial quote risk review, scope, terms and conditions, internal and external reporting, Risks, Assumptions, Issues & Dependencies (RAID) logs, change logs, project plans, final documentation, invoicing and close out.

The PM is expected to provide guidance and leadership to all those involved throughout the lifecycle of the project and be expected to handle multiple projects simultaneously. The role includes responsibility for all project communication, reports and financial, risk and contract reviews. The PM will own the customer relationship and be the primary customer point of contact.

### Key Responsibilities and Tasks

All job holders need to demonstrate, understand and implement the company values within their roles.

### People

- The PM will be the primary point of contact for all customer communications, consulting with internal and external personnel to ensure company and customer requirements are met.
- Able to demonstrate strong negotiating skills, building and strengthening internal and external relationships whilst managing expectations.
- Details person, completer finisher, customer focus, logical thinker, trust and integrity, highly organised, relationship builder, flexible.



## Process

- Carrying out commercial/contract review of potential contracts to ensure that all commercial and project aspects have been reviewed.
- Assisting with the production and pricing of major contracts and input into the tender process. Carrying out reviews of tenders from a project risk perspective.
- Contribute to initial contract review and liaise with sales to ensure that contract is handed over from the tender phase to the execution phase successfully.
- Project kick off and set up to include all documentation required to support the project, health and safety and quality requirements.
- Carrying out a risk review of the project at every stage and proceeding to keep this risk review/register live and updated throughout the life of the project to ensure key project milestones achieved and risk captured.
- Working closely with the finance department to compile project cost reviews and expected forecast costs to complete.
- Liaising with internal departments to ensure all project stages are within tolerance with appropriate escalation of risk.

## Delivery

- Ensure all project deliverables and milestones met to achieve successful project completion within timescales and budget.

## Essential skills

### Education (qualifications & training)

- Project Management qualification or equivalent experience in Project Management.
- Qualified to Degree level in an Engineering or business-related subject.
- Alternatively, "A" level or HNC/D educated combined with equivalent experience in an Engineering environment.
- Understanding of contract terms and conditions, including those related to client and purchasing requirements.

### Skills (capabilities & qualities)

- Business understanding key business drivers and business goals.
- Good working knowledge of contract and commercial conditions.
- Strong written and communication skills
- Working knowledge of computer systems and processes, including Microsoft project.



- Fluent in English, written and spoken.
- Flexible attitude to variety in work scope.
- Full driving license

#### Desirable skills

- Knowledge of Greenray's market, drivers and activities.
- 3 + years experience of project management and leadership of multiple projects.
- An understanding of procurement and purchasing.
- Knowledge of rotating machinery, including Auxiliary systems and controls would be an advantage.
- Knowledge of on-shore and off-shore installations, and the specific project requirements these contracts attract.
- High levels of commercial and financial acumen.
- Knowledge of budgeting process and products.

#### Version Date

July 2023