

Job Description

Job Title: Project Manager – HMNB Portsmouth	Department and Location: Site Service Delivery
Reporting To: Site Service Manager – South	Responsible For: N/A
Other Working Relationships: Internal: Operations, Sales, Finance, QHSE and any other departmental colleagues as necessary. External: KBS Maritime (the 'customer') and all suppliers and subcontract partners employed on the project.	
Role Purpose: Dedicated Project Manager for the HMNB Portsmouth penstock replacement contract. Responsible for the effective delivery of the project through to client handover, by ensuring labour resources, materials, plant and sub-contractors are allocated and managed effectively. The primary point of contact for the customer for matters related to the delivery of the works.	
What Good Looks like: Delivery of the project safely, on budget and on time, first time.	

Role Specifics

Growth Responsibilities / Duties:

- Ensure project is planned, managed, and delivered safely.
- Ensure the commercial and contractual elements of the project are understood – and works are planned and delivered accordingly.
- Ensure the project is planned, managed, and delivered effectively and efficiently – including ensuring works are delivered within agreed budgets.
- Continuously share information on project plans and progress to enable accurate revenue realisation, turnover forecasting and labour scheduling.
- Liaise with suppliers/subcontractors as required and ensure their deliverables are managed effectively.
- Establish and maintain key relationships with customers – ensuring the customer is kept up to date in a timely manner regarding plans, progress, and any issues.

Leadership Responsibilities / Duties:

- Manage and maintain the highest possible standards of Health and Safety, in accordance with current legislation and procedures/policies laid down by the company.
- Be the primary point of contact for the customer for all matters related to the delivery of the works.
- Produce RAMS and other H&S documentation as the company and its clients require, utilising the experience of engineering and H&S staff across the company.
- Troubleshoot and resolve engineering problems that may occur during the project lifecycle.
- Manage own and team workload to ensure agreed deadlines are achieved.
- Handling customer in a professional manner.
- Ensuring all company procedures are followed at all times.
- Adhere to HR policy at all times.

Lean Responsibilities / Duties:

- Ensure accuracy of timesheets, expenses, invoices, and reports.
- Have a Continuous Improvement mindset

Signed (Job Holder): Date:

Authorised by: Head of Site Service Delivery	Issue date: October 2024	
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The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role in line with business objectives and needs.

Signed (Job Holder): Date:

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