

Role Profile			
Role Title/Level	Senior Project Manager	5	Direct Reports
Function	Operations Management		Line Manager
Professional Competencies	Achieved Incorporated status or working towards Chartered status.		Technical Competencies
			L4 Agent, L4 PM, and below
			L6 Head of Operations
			CRE, TWC

Role Purpose
Secure, lead, manage and deliver a programme of works aligned to the business plan through proactive anticipation of needs and demands, robust planning and future proofing activities.

Key Accountabilities

(1) Portfolio and Commercial Performance	<ul style="list-style-type: none"> • Delivery of an efficient, profitable programme of works leading and managing multiple teams • Provide informed visibility of future pipeline opportunities. • Own tender quality and present for adjudication prior to submission • Ensure projects liaise with commercial and estimating to provide quality, timely tender input. • Own workbank commercial out-turn to meet business plan targets.
(2) Project Delivery	<ul style="list-style-type: none"> • Create and lead a delivery plan for the programme of works. • Identify and establish the best team to deliver the projects. • Ensure programme risk is identified, assessed, and managed. • Periodically, ensure accepted baseline programme is in place and variances tracked. • Ensure Assured Project Planning is implemented. • Lead readiness reviews and close-out, ensure lessons learned identified. • Maximise opportunities; identify and manage risk for the business.
(3) Client Management	<ul style="list-style-type: none"> • Lead and manage client relationship to establish and understand their needs and expectations for projects in the programme of works. • Proactive understanding of client budgets to drive successful project commercial out-turn.
(4) Perform role of On Call Manager	

Safety Responsibility Statement

A.	Provide adequate resources to ensure comprehensive site inductions are developed for all projects in your portfolio.
B.	Provide adequate resources to ensure that that project HSQE documentation is developed to the standards as outlined within your team’s safety responsibility statements.
C.	Where “Take 5” Point of Work Risk Assessments have been recorded on your project make sure the project documentation is updated as appropriate.
D.	Provide adequate resources to allow Safety Action Groups on your project(s) making sure they are taking place with attendance from those working on the site(s) as directed by Regional SAG chair
E.	Lead on the identification of hazard spotters’ trends, making sure they feed back into project planning and feedback is delivered to those reporting them.
F.	Undertake assurance as directed by HSQE ensuring any actions are logged and followed through to completion.
G.	Ensure where accidents or incidents occur on site(s) in your portfolio that investigations are led by the Project Manager and sufficient learning is captured.

Enablers to the Role

<ul style="list-style-type: none"> • Qualified in relative technical discipline or proven experience. • SMSTS • Proven track record of portfolio delivery in Rail and safety critical environments • Experienced in multiple project and multi-discipline management. • Track record in successful Client management • Strong commercial acumen with experience in bid management and commercial delivery • Thorough understanding of standards and regulations across the Rail/Civils industry • Ability to proactively anticipate and build future work banks. • Team and people development skills • Strong organisation and communication skills • Experienced in developing pipeline with existing Clients
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Regional/Project Specific Requirements
Specific responsibilities shall be undertaken in accordance with **Eastern Engineering & Operations RACI-AKEB Matrix.**

Signed by	Employee	Line Manager
Signature		
Print name		
Date		