

Employee		Job Title	Project Controls Manager
Department	Operations	Location	Waterloo
Line Manager	Operations Director	No. of Direct Reports	0-2

<p>Job Purpose</p> <ul style="list-style-type: none"> To manage the development of cost/resource loaded programmes in conjunction with the pre-contract estimator, construction manager and engineering team. To manage the project control resources required to deliver a multiple cross functional engineering projects in line with these programmes. To support the project manager with progress reporting including schedule updates, forecast to complete, variance identification and opportunities for improvement.

<p>Key Accountabilities</p> <ul style="list-style-type: none"> The management of the project cost control team including cost engineers, planners and QS. Provide project controls management, including baseline schedule development and management, performance status and reporting, baseline change control, risk management, earned value management guidance and tools. Create 'Budget to Builds' for the project cost control team. Set up and maintain project control budgets and cost control reports in E-Vision. Develop monthly analysis of 'forecast vs. budget' and schedule performance and movement on each project. Advice and consult on the application of effective planning techniques and controls (earned value, cost and schedule variance, estimates at completion, critical path analysis). Support programme integration, governance, formats, plan optimisation, and project controls best practices. Support and advise on the definition of Project Controls and Earned Value Management policies, procedures and the standards required to deliver projects. Develop quarterly forecasts in line with CVR periods. Support the development of integrated master schedules for specific programmes in Primavera and/or Microsoft Project that reflect all interface milestones and activity durations from multiple contractors' schedules and feed changes to the integrated master schedule. Monitor and control programme compliance in respect of the projects contractual obligations.

<p>Responsibilities</p> <p>In discharging these responsibilities they are responsible for:</p> <ul style="list-style-type: none"> Ensuring the Project controls team produce weekly / monthly reports in line with the project and company reporting calendar, providing details on progress, actuals, forecast and explanation of variances. Ensure that project controls processes are consistently applied across the project. Manage governance to ensure robust cost and schedule performance for the agreed Scope of Work across integrated programmes managed across multiple suppliers. Support and advise on the definition of Project Controls and Earned Value Management policies, procedures and the standards required to deliver projects Support the development of requirements for specific resource-loaded schedules. Work closely with the Project Manager, commercial manager and Project QS to maximise the potential of the project

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IMS Processes and Procedures	
<p>You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:</p> <ul style="list-style-type: none"> • Accident & Incident • Audit • Nonconformance and Corrective Action • Document Control • Engineering Design Management • Electrification • HSQE Documentation • Hours Worked - Fatigue • Inspection & Testing • Project Delivery Management • Planning • Risk Management • Rail Compliance • Site Set Up & Welfare Procedure • Temporary Works • Commercial and Procurement • Subcontractor Management 	
KPIs	
<ul style="list-style-type: none"> • 	
Job Requirements	
<ul style="list-style-type: none"> • Experience in a similar Project Controls role with in the rail, Highways and infrastructure sectors • Educated to Degree level or equivalent in a relevant subject. • Significant track record of successful work. 	
Competencies & Training Requirements	
<p>Planning & Scheduling Implements project control to aid successful planning, execution and monitoring to ensure the project is delivered safely and to programme.</p>	<ul style="list-style-type: none"> - <i>Understanding of Primavera P6 basic level</i> - <i>Understanding of SSOWP NR Standards 044 and 019 (e-learning module)</i> - <i>Experience in the implementation of Earned Value Management</i>
<p>Delivery Implements project within budget, meeting all milestones with in the P6 programme.</p>	<ul style="list-style-type: none"> - <i>CSCS card to relevant level</i> - <i>PTS</i> - <i>Manager's Environmental Awareness Training</i> - <i>Temporary Works Appreciation</i>
<p>Project Management Monitors progress against the programme to ensure it is up to date and reflects actual progress.</p>	<ul style="list-style-type: none"> - <i>APMG Project Planning & Control™ Foundation and Practitioner (or working towards), or PRINCE</i> - <i>CIOB Member and or ICE Member</i>
<p>Project Documentation & Reporting Reviews project paperwork and ensure completion and issue paperwork is on time.</p>	<ul style="list-style-type: none"> - <i>Understanding of the BCM IMS</i> - <i>Advanced MS Office skills training / experience</i>
<p>Stakeholder Management Pro-actively manages clients' expectations and satisfaction.</p>	<ul style="list-style-type: none"> - <i>Communications / negotiations / influencing skills training</i> - <i>Leadership programme</i>
<p>Work Winning & Commercial Manages the link between project planning, management, work winning & commercial team</p>	<ul style="list-style-type: none"> - <i>produce weekly / monthly reports in line with the project and company reporting calendar, providing details on progress, actuals, forecast and explanation of variances.</i>
<p>Change Management Controls and captures any variation or change to the schedule or scope of the project.</p>	<ul style="list-style-type: none"> - <i>NEC and NR Suite Contract awareness training</i>
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BCM Leadership Behaviours (for any role):

- **Lead by Example** - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others.
- **Go Above and Beyond** - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development.
- **Better Together** - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success.
- **Stick to the Agenda** - understand broader impact of your decisions, align actions with our Core Values and Strategy.
- **Build Trust** - always deliver on your commitments in an honest and transparent manner.
- **Improve Continuously** - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

Declaration

By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM Policies & Procedures, in conjunction with any additional clients' requirements.

Name:

Signature:

Date:

Deputising Duties

*The undersigned have been briefed and understand the above job description and responsibilities.
I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).*

Name	Position	Location	Date Briefed	Signature