

Job Title:	Senior Project Manager
Location:	Glasgow
Responsible To:	Head of Project Management – Hydrogen and Clean Energy Division
Direct Reports:	None
Review Date & Rev No:	25.03.2024

Purpose of Job:	<p>Day-to-day running of single or multiple projects across the entire project lifecycle, within defined budget, schedule, quality and commercial parameter.</p> <p>Leadership of all aspects of a project using Hydrasun planning, monitoring and controlling processes and industry best project management practice, to ensure successful delivery internally, for customers and for end users and all stakeholders.</p> <p>Analysis on projects, including gathering client and user requirements and defining functional requirements. Ongoing support of solutions post-deployment. Working with project teams, setting deadlines, assigning responsibilities, and monitoring and summarising progress of the project, reporting as required.</p>
Key Areas of Responsibility:	<ol style="list-style-type: none"> 1) Responsible for planning of projects under your control in order to accomplish their goals and produce the products required within constraints such as time, cost and agreed quality standards. 2) Continuously monitor progress in terms of the status of the plan and the budget and report back to the senior management via weekly status reports and meetings. 3) Deliver leadership and direction to supporting departments ensuring they are optimized and coordinated in a cost-effective manner in line with work-stream requirements, ensure all participants are aware of deadlines and action items required of them each week. 4) Manage all project issue including planning, forecasting, scheduling and personnel management to ensure the smooth running and effective delivery of services to customer base. 5) Implement rigorous project management methodologies and project controls, including creation and use of Gantt charts, spreadsheets or other appropriate tools to manage people and tasks and keep up to date. 6) To be instrumental in continuous improvement of project standards and processes to improve efficiency. 7) Influencing teams to ensure on target delivery through leadership skills. 8) Liaise, advise and report to other members of the Senior Management Team to provide strong cross- functional business operations support to all departments within the Hydrasun Organisation. 9) Commercially manage. 10) Develop and implement a positive safety culture. 11) Ensure compliance with Hydrasun Quality, Health, Safety and Environmental Systems.

	<p>12) Acts as company/project representative to the client as and when required.</p> <p>13) Assists in developing training and career development programs for personal under your direct control within the Projects Department.</p> <p>14) Has an understanding of the project budget through a review and analysis process.</p> <p>15) Preparation of commercial and schedule reports.</p> <p>16) Communicate with and manage the customer and all stakeholders to ensure success project delivery.</p> <p>Any other tasks within capability and as may be reasonably requested by senior management.</p>	
Interfaces:	<p>Internal: Hydrasun Management, Hydrasun Engineering Dept, Workshop Personnel, Stores, HR, QA, Safety.</p> <p>External: Customers, Suppliers, Specialists, Industry bodies, Auditors</p>	
Qualifications:	Essential	Desirable
	<ul style="list-style-type: none"> Degree in an engineering / technical discipline. Experience in Project Management and familiarity with standard project methodologies 	<ul style="list-style-type: none"> PM accreditations.
Experience Required:	Essential	Desirable
	<ul style="list-style-type: none"> Relevant, previous experience of working on multi-disciplinary projects. Experience in the development of MS project and the development of project plans. Establishing tenders and developing project structures for the management of projects. The ability to review Terms and Conditions and contract review and highlight commercial risk. Experience in the management of customer requirements and the ability to liaise with customers on project deliverables. 	<ul style="list-style-type: none"> Experience in the business development. Development of Project Management Process and Procedures. Experience in the energy sector.
Skills/Training/Competences:	Essential	Desirable
	<ul style="list-style-type: none"> MS Excel, Word, Project and PPT. Excellent written and verbal communication skills. Good organisational and administration skills. Ability to maintain a professional and focused approach at all times, in particular, in customer facing situations. Keen and effective attention to detail. 	<ul style="list-style-type: none"> Knowledge of materials and processes used within Offshore/Onshore oil and gas, marine and energy sectors.

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to cooperate with all reasonable requests. If the changes are deemed to be longer term, then this job description will be revised.



JOB DESCRIPTION

Signature of Job Holder: _____
Name in Capitals ()

Date: _____

Signature of Manager: _____
Name in Capitals ()

Date: _____