

Aspire Job Description

Job Title: PROJECT MANAGER **POSITION ID:** PM

Entity: ASPIRE DEFENCE SERVICES LIMITED (ADSL)

Location: TidNBul

Reports to: Programme Manager

Key Purpose of the Role: Reporting to the Programme Manager deliver Garrison works projects in accordance with ADSL's Project Management Procedures.

Key Responsibilities:

- Ensure Projects are specified, tendered, procured and executed in a timely and cost effective manner.
- Compliance with ADSL management system including all procedures and processes with regards to Lifecycle and Backlog, Project Management, Procurement and Finance.
- Ensure Projects are executed with minimum disruption to Services and the Customer.
- Liaise with the Programme Manager to ensure adequate resources are in place to deliver the project programme.
- Ensure that all Projects are delivered in line with the CDM Regulations and ADSL's Safe System of Work, Asbestos Management and QHSE requirements.
- Manage Building Regulations/Control and Planning Applications.
- Manage and control subcontractors.
- Deputise in the absence of the project manager
- Provide concise reports to the Programme Manager on all programme and project delivery issues.

Qualifications **Essential:**

- An industry recognised qualification in engineering, building or facilities management
- A recognised formal Project Management qualification
- Microsoft Project: Intermediate Level
- Be of a Mechanical & Electrical bias and be educated to at least HND level or demonstrate experience.

Desirable:

- e.g. NEBOSH Diploma (or equivalent)
- Qualified to member level of a relevant professional organisation
- Experience of working in an MOD environment

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Experience & Knowledge:

Essential:

Level of experience and/or knowledge required in technical, business or managerial areas of responsibility

- Significant experience in Construction Project Management roles.
- Confident with the concept of Assetisation of built assets.
- Evidence of having effectively placed contracts and delivered projects within budget.
- Proven knowledge and understanding of building regulations.
- Technically competent with the ability to think analytically in a logical and systematic manner which shows a structured approach to organising work.
- An effective communicator building positive relationships with a variety of stakeholders both internally and externally.

Desirable:

- Experience of working in a MoD and/or military environment.
- Experience of IFS would be an advantage

Skills:

- Excellent written communication and presentation skills.
- Ability to demonstrate a proactive, flexible approach performing well under pressure and to tight deadlines.
- Capable of working independently as well as collaboratively as part of a wider team.
- Effective management of project staff as appropriate.
- Good IT skills with a comprehensive knowledge of Microsoft Office applications.

Date:

19-03-2019