

## Aspire Job Description

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**Job Title:** PROJECT MANAGER – ASSET PLANNING **POSITION ID:**PM758

**Entity:** **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

**Location:**

**Reports to:** AMP Manager

**Key Purpose of the Role:** Ensure projects are taken from initial brief then developed into fully a defined scope package, to ensure that the package is fully specified and tendered / review a competitively priced with all necessary surveys. Provide project handover files to the Project Delivery Team for delivery

**Key Responsibilities:**

**Quality, Health, Safety and Environment**

- Ensure compliance with ADSL’s Management System QHSE policies and procedures.

**Service Delivery**

- Ensure projects are fully defined, specified and priced with all necessary surveys
- Liaise with outside agencies/external stake holders as required to assist in the co-ordination of access and /or programming of works
- Ensure Projects are specified, tendered in a timely and cost effective manner
- Prepare the Pre-Construction Information pack in accordance with CDM Regulations
- Provide project handover files to the Project Delivery Team
- Compliance with ADSL management system including all procedures and processes with regards to Lifecycle, Change Management, Project Management and Procurement
- Ensure Projects are planned so they can be executed with minimum disruption to Services and the Customer
- Evaluate tender returns for compliance and Value for Money.

**Qualifications**

**Essential:**

- NQF Level 4/5 in a relevant discipline
- Recognised Project Management qualification
- Industry recognised qualification in engineering, building services or facilities management.

**Experience & Knowledge:**

**Essential:**

- Building Regs
- Managing tenders

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- CDM.

### **Skills:**

- Demonstrates a top-level commitment to Health and Safety, believing that Zero Harm is achievable
- Is a role model for the Company Values
- Through leadership, creates an environment where teams and individuals can do their best work
- Able to communicate clearly to inform and influence others; uses appropriate, effective methods to deliver messages
- Works effectively with others, maintaining constructive relationships within the team, across the business and externally
- Delivers a high-quality service that meets or exceeds our customer's expectations
- Maintains an appropriate level of quality, delivered in a systematic and consistent way to enhance both customer and stakeholder satisfaction
- Embraces and drives continuous improvement; challenging the status quo for the benefit of the business, supporting learning and development
- Delivers services in the most cost effective and timely manner within agreed budget and process; able to identify potential business risks and opportunities.

### **Date:**

January 2020