

Aspire Job Description

Job Title:	PROJECT OFFICER – MINOR NEW WORKS POSITION ID:POMNW871
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)
Location:	Warminster and Larkhill
Reports to:	Asset Data Manager
Key Purpose of the Role:	Programme and deliver minor new works projects to quality, cost, time, CDM / HSE requirements and to the approved scope and specification
Key Responsibilities:	<p>Quality, Health, Safety and Environment</p> <ul style="list-style-type: none"> • Ensure compliance with ADSL’s Management System QHSE policies and procedures <p>Service Delivery</p> <ul style="list-style-type: none"> • Ensure that all Projects are delivered in line with the CDM Regulations and ADSL’s Safe System of Work, Asbestos Management and QHSE requirements • Ensure Projects are executed with minimum disruption to Services and the Customer • Undertake sub-contractor management in line with the company processes and procedures including QHSE contractual obligations for contractors and sub-contractors • Manager the interface with the customer • Day to day site management of contractors • Compliance with ADSL management system including all procedures and processes with regards to Lifecycle, Change and Backlog, Project Management, Procurement and Finance. • Ensure all project documentation is received in a timely manner from the contractor and handed to the Asset Data Team • Provide concise reports to the EGM, Asset Data Manager, Reactive and PPM Manager on all programme and project delivery issues.
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • NQF Level 3 • Industry recognised qualification in engineering, building services or FM
Experience & Knowledge:	<p>Essential:</p> <ul style="list-style-type: none"> • Project Management • Site Management

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Skills: To Follow

Date: December 2019