

## Aspire Job Description

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**Job Title:** PROJECT MANAGER – ASSET PLANNING **POSITION ID:** PMAP710

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

**Location:** TidNBul

**Reports to:** Asset Planning Manager

**Key Purpose of the Role:** Be the focal point within the TNB team for Change, Reactive Lifecycle B, Compensation events and Insurance works requests. Develop schemes from inception, producing compliant, specified and qualified scope of works. Be responsible for obtaining approvals. Work with procurement to tender work packages and raise purchase orders to the winning contractor. Provide completed and accurate project handover files to the Project Delivery team. Keep all stakeholders informed.

**Key Responsibilities:**

**Quality, Health, Safety and Environment**

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

**Service Delivery**

- Be capable of managing a wide portfolio of simultaneous projects through the preconstruction stage.
- Work with stakeholders both internal and external to understand and clearly define customer requirements and manage their expectations throughout the preconstruction process.
- Keep all stakeholders informed at all stages of the preconstruction process.
- Own all aspects of the projects until they are formally passed to the project delivery team.
- Agree timelines with the planning manager and provide weekly reports on progress.
- Deliver and monitor the production of scopes, specifications, tenders and RFQs to the agreed programme. Ensure that all documentation is supplied to the delivery team and procurement.
- Liaise with internal and external stake holders as required to assist in the co-ordination of access and /or programming of works eg. Commercial, finance, procurement, GMT etc.
- Work with Procurement to ensure the Procurement process is relevant and delivers best value in a reasonable time to allow the tender process to take place.
- Prepare the Pre-Construction Information pack in accordance with CDM Regulations and ensuring all relevant regulations and procedures have been fully considered.
- Compliance with ADSL management system including all procedures and processes with regards to Change, reactive LC, Insurance etc.
- 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 against

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agreed time frame

- Manage Building Regulations / Control, Planning Applications, fire officer and any other specialist agencies required.
- Oversee the submission of key documentation to the appropriate funding stream. Track and proactively manage submissions through the internal and external approval governance processes.
- Handover complete and well considered projects on time to the delivery team.
- Work along side Asset Delivery Manager to plan for an achievable handover of projects for delivery.
- Attend the garrison Change meetings and report on progress

### Qualifications

#### Essential:

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

### Experience & Knowledge:

#### Essential:

- Working in a pre-construction environment
- Managing simultaneous packages of works
- Stakeholder management
- Use of large spreadsheets and electronic management systems
- Building Regs and Crown Fire Standards
- Managing tenders
- CDM.
- Project Management

#### Desirable:

- PFI or PPP experience
- Working in the Defence Sector.
- Use of planning software such as Asta

### Skills:

- Demonstrates a top-level commitment to Health and Safety, believing that Zero Harm is achievable
- Is a role model for the Company Values
- 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
- Has suitable IT skill to manage complex excel spreadsheets
- 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

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development

- Delivers services in the most cost effective and timely manner within agreed budget and process; able to identify potential business risks and opportunities.  
Identify opportunities

**Date:** October 2020