

## Aspire Job Description

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<b>Job Title:</b>	PROJECT OFFICER – PROJECT DELIVERY	<b>POSITION ID:</b> POPD759
<b>Entity:</b>	<b>ASPIRE DEFENCE SERVICES LIMITED (ADSL)</b>	
<b>Location:</b>	TidNBul	
<b>Reports to:</b>	Project Delivery Manager	
<b>Key Purpose of the Role:</b>	Deliver projects to quality, cost, time, CDM / HSE requirements and to the approved scope and specification.	
<b>Key Responsibilities:</b>	<p><b>Quality, Health, Safety and Environment</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with ADSL’s Management System QHSE policies and procedures.</li> </ul> <p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Ensure that all Projects are delivered in line with the CDM Regulations and ADSL’s Safe System of Work, Asbestos Management and QHSE requirements</li> <li>• Ensure Projects are executed with minimum disruption to Services and the Customer</li> <li>• Prepare the Construction Phase Plan in accordance with CDM Regulations</li> <li>• Manage the interface with the customer</li> <li>• Day to day site management of contractors</li> <li>• Ensure that the Acceptance Into Use process is followed</li> <li>• Ensure all project documentation is received in a timely manner from the contractor and handed to the Asset Data Team</li> <li>• Ensure any training is co-ordinated with the Maintenance Teams</li> <li>• Ensure all new and changed assets are assetised and handed over to the Asset Data Team in a timely manner.</li> </ul>	
<b>Qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• NQF Level 3</li> <li>• Industry recognised qualification in engineering, building services or FM.</li> </ul>	
<b>Experience &amp; Knowledge:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• Site Management</li> <li>• CDM.</li> </ul>	

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### **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