

## JOB DESCRIPTION



### Project Manager

Discipline: Management

Location: Aberdeen

Responsible to: Business Stream Head

#### Duties

- Client Interfacing – to liaise with clients on a technical level to ensure their needs are being met and assuring the free flow of information both to and from the client to enable the project to be completed within budget and on-schedule
- Planning – preparation and maintenance of project schedules to plan and track projects in accordance with company procedures and client operational requirements
- Contractual Undertakings – with the Contracts Manager, review, understand and follow the contractual obligations associated with a project or tender
- Leadership – provides leadership by creating and maintaining effective working relationships within the team, by communicating information effectively and motivating and encouraging staff
- Supervision – direction and control of the team assigned to the project, ensuring the team understands the Company's obligations under the contract and delivers the project in accordance with the project schedule and budget
- Resource Management – identify and onpass to management team project and/or broader resourcing needs
- Financial Performance and Reporting – responsible for the financial performance of projects under their control and delivery of the project within Business Stream specified targets. In accordance with company systems and procedures, monitoring and reporting of financial performance to the Business Stream Head
- Quality – ensuring the work is performed in accordance with the company quality procedures
- Proposals – assist Business Stream Management in preparing proposals

#### Qualifications:

- Good first degree or equivalent in an Engineering Discipline
- Post-graduate qualification in a related discipline desirable

#### Required Experience/Knowledge:

- Minimum 10 years experience in the oil and gas sector
- Demonstrable track record in project management leading multi-disciplined engineering teams, preferable with a design bias
- A fundamental understanding of the key issues of quality, safety, cost control and client satisfaction
- Broad knowledge of subsea pipelines and equipment

#### Computer/Other Skills:

- High computer literacy with MS Office and MS Project

#### Other Considerations:

- Must be confident with good written and oral communications skills
- Must have ability to work effectively under pressure
- Must be self motivated and have the ability to motivate and lead their project teams