

ROLE DESCRIPTION

Role Title	Project Manager
Accountability Seat	Project Management
Accountable To	Senior Project Manager – Service Delivery

Role Purpose

To take full technical, operational and commercial responsibility for planning and execution of a project. You will work as part of a team of project managers to deliver 'turnkey logistics solutions' to Osprey's clients across a range of business sectors including renewables, oil & gas, defence, civil infrastructure, civil nuclear. You will be involved in tendering activities pre-contract award through to planning and execution of projects. In this role, you will be responsible for ensuring projects are completed on time and within budget following the processes set out in Osprey's quality and health and safety management systems. You will lead commercial and technical discussions related to the projects under your control. In addition, you will contribute to disseminating lessons learned and updating Osprey's processes and procedures, if required.

Role Accountabilities

- **Contract Management** – ensure that Osprey delivers the project as per the terms and conditions agreed to in the contract and that all variations are captured and appropriately billed. Where possible, add milestone payments and favourable payment terms.
- **Project Delivery** – ensure that all aspects of the 'Project Process' are followed so that each project is delivered on time, on budget and to a high safety standard. Ensure the highest standard of quality and deliverables during all phases from start-up to closure.
- **Project Cost Control** – proactively manage the financials of each project to maximise profitability and give early warnings/use a proactive approach when any elements of the project appear to be off track.
- **Project Purchasing** – proactively negotiate and smartly purchase from suppliers to minimise cost.
- **Project Engineering** – ensure each project has all necessary engineering documentation produced to a high standard and peer reviewed before execution. Support junior engineers with your technical experience and knowledge to deliver exceptional heavy lift, transport and installation solutions for our clients.
- **Risk Management** – proactively managing all risks, commercial, operational, environmental and safety to protect Osprey and our employees as well as our client and other contractors.
- **Client Relationships** – ensure positive proactive relationships are maintained and cultivated with clients.
- **Tendering** – support with tendering activities, internally and externally in a timely and efficient manner.

Other Role Responsibilities

Work with the Projects Management Team; ensure face to face meetings are completed with relevant (and potential new) clients, discussing a pipeline of work during these meetings. Relationships to be managed and improved upon. Meeting results to be added to CRM, recording any new tenders received or work won.

General Responsibilities

1. To support the delivery of Osprey's vision and values as part of your day-to-day work.
2. To adhere to Osprey's management systems as within your area of responsibility.
3. To be responsible for the Health, Safety and Environmental aspects affecting self, employees, and activities in your control.
4. Other duties which the company may reasonably require the individual to undertake.

Osprey's Promise

You will be supported by your line manager through supervision and support, listening, training and development, and the best resources that we are able to provide to help you give *your* best.

Signature		Signature	
Employee Name		Manager's Name	
Date		Date	

