

## Role Profile

Rendel Limited, an Ingérop company, is a London based multidisciplinary international design and engineering consultancy firm. We provide customer-focused engineering and technical solutions to clients on major engineering construction projects worldwide.

We are involved in schemes through their full life-cycle including development; planning; detailed design; independent design checking; value engineering; technical advisory; and construction supervision services. Rendel's origins date back to 1838, making us one of the oldest civil engineering consultancy companies in the UK.

We are proud of our track record of success in global construction markets, providing technical solutions for many complex infrastructure projects, notably bridges, geotechnical, highways, ports and maritime, rail systems and tunnels (including immersed tube tunnels). Current major projects include HS2, Padma Bridge and Al Zour Refinery.

<b>JOB TITLE</b>	Project Manager
<b>LOCATION</b>	London
<b>TRAVEL</b>	A willingness to travel is essential
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>▪ Professionally qualified and ideally chartered in a relevant discipline</li> <li>▪ Substantial experience of operating at Assignment Manager level, managing complex multi-disciplinary projects</li> </ul>

## JOB DESCRIPTION

### DUTIES AND RESPONSIBILITIES

- Report to and take instructions and directions from Assignment Directors
- Provides management support services to the assignment teams
- Leads, manages and directs assignment teams on the following matters:
  - Project Management
  - Health & Safety
  - Programming
  - Resourcing
  - Quality Management/Quality Audit
  - Systems, process, reporting
  - Logistics/travel
  - Corporate Issues
  - Document management/IT
  - Procurement, payment and Invoicing, including approving invoices
  - Training (transfer of knowledge)
- Prepares/reviews Contract Agreements (FIDIC, NEC, World Bank, EBRD)
- Manage Dispute Resolution process when appropriate
- Ensures effective system and process is established and complied with
- Prepare monthly assignment reports consistent with the progress of the works
- Prepare resource forecasts and resultant budgetary estimates for project team
- Report on activities, financials and project issues
- Assisting with the organisation and management of the technical staff, acting as a line manager, supporting staff recruitment, training, CPD and implementation of 'Best Practice' and procedures
- Develop and document procedures for undertaking work practices and providing deliverables, and peer review to ensure consistency and excellence in service delivery of the Company's technical work product
- Provide technical support by preparing procedural timelines in conjunction with legal/contractual associates
- Provide technical support by participating in meetings and preparing contemporary records of technical, contractual and commercial issues

- Implement and adhere to Company procedures in the management, delivery and administration of Services
- Promote and participate in cross-functional working
- Contribute to organisational change and define and communicate change within teams
- Observe and maintain Company Health and Safety Policy across all activities
- Undertake other reasonable duties as requested

## PERSON SPECIFICATION

### KEY EXPERIENCE AND QUALIFICATIONS

- Professionally qualified and ideally chartered in a relevant discipline
- Substantial experience within the Project Management field at Assignment Manager level with a proven ability and record of managing and delivering assignments to programme and budget
- Experience of working and operating at a senior level and communicating and presenting to client Team
- A thorough understanding of the construction process and parties involved
- A good understanding of project management principles, methodologies, contract law (e.g. FIDIC, NEC) and programme management.
- Experience of managing risk and an understanding of risk management methodologies
- Strong knowledge of relevant national and international industry standards, methodologies and procedures
- Proven ability to build, maintain and develop relationships with key clients

### COMPETENCIES

- **Technical:** Excellent skills and knowledge, able to provide clear direction and undertake tasks in a cogent manner while sharing their expertise
- **Communication:** Strong interpersonal skills; ability to communicate, listen and influence all levels of people effectively. Excellent reporting / writing and strong presentation skills; able to adapt technical message to audience
- **Critical Thinking:** Ability to think and act operationally and strategically, able to respond quickly to changing circumstances whilst maintaining a clear view of overall priorities. Ability to work well under pressure and ensure deadlines are met, whilst maintaining a high quality of work
- **Team:** Excellent team working skills; able to lead, contribute to and collaborate with multi-disciplinary teams in a matrix environment
- **Leadership:** Demonstrates high standards, involves the team and drives it to listen to, interpret and exceed client expectations. Strong coaching and mentoring skills to train, develop and give constructive feedback to other engineers and technicians
- **Project Management:** Results orientated with a strong drive to deliver success, a proven ability to manage medium/large budgets, projects and programmes of work to agreed targets and priorities. Able to clearly communicate objectives and make timely, rational decisions with the information available and learn from successes and failures

### PERSONAL STYLE AND BEHAVIOUR

- Self-motivated and committed, with a high degree of integrity
- A team player who seeks to positively contribute to and lead the team with a collaborative attitude
- Convincing in terms of a capacity to translate objectives into effective practical steps
- Able to perform effectively within changing environments; demonstrates willingness and flexibility of availability to meet business needs
- Demonstrates a strong need to achieve, setting high standards for self and others. Committed to the value of own role, takes initiative and focuses on improving business performance
- Commitment to own personal development