

JOB DESCRIPTION

Job title	Engineering Project Manager
Department	Engineering & IT
Reports to	Director of Engineering & IT
Location	Shoreham Port Estate
Remote Working	B

Role Summary

To deliver the project management and engineering oversight on a wide range of existing infrastructure and new developments across the Port. Project budgets will range from thousands to millions of pounds and primarily have a maritime and coastal focus.

Under the guidance of the Engineering Director, lead all stages of a project lifecycle from conception to close-out, bringing in safely delivered projects, on time and within budget. The Port is essentially a Client organisation, but also carries out elements of Consultant and Contractor roles too, providing an excellent and supportive learning and development environment.

Key tasks and responsibilities

- Lead on all project whilst fully engaging with the Port's Health, Safety and Welfare culture with respect to Risk Assessments, Method Statements and Statutory Responsibilities, demonstrating the Port's policies and procedures at all times
- Developing, monitoring and managing Project Schedules and budgets to ensure the successful project delivery
- Contribute to the procurement process for the supply all goods and services required by the Engineering Team for project delivery ensuring the product/service is fit for purpose, good value and meets the Port's Values.
- Drafting tender packages and carrying out tender assessments ensuring that the project brief can be fulfilled within requirements.
- Overseeing on-site Contractors, monitoring of site works including safe systems of working, undertaking quality control and tracking progress against project deadlines.
- Assisting the development of in-house and out-sourced planned & reactive maintenance schedules for the Engineering Team
- Assisting in the development of inspection & testing plans for Port assets
- Contributing to best practice quality control of Engineering Team records, including understanding the Port's extensive archives
- Other duties and assistance across the wider team, as directed

Key skills/Person specification

- Degree educated or equivalent, preferably in Civil Engineering
- AutoCAD skills an advantage
- Knowledge/experience of Engineering & Construction Contracts

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- Knowledge/experience of construction & maintenance typical of port infrastructure
- Strong leadership and influencing skills which you demonstrate across a wide range of internal and external stakeholders bringing them on the journey with you
- Team player
- The ability to clearly communicate at all levels and easily able to switch style to match a range of audiences
- Ability to understand complex detail and be able to break this down for others in simple terms
- Sound attention to detail
- Driving licence preferred

All Home Safe and Well Daily

- Highlight unsafe behaviours and conditions to ensure we **all go home safe and well daily**.
- Follow the training and guidance provided and only undertake tasks you are competent to do.
- Ensure you understand the processes you are asked to follow.
- Ensure you understand how to use any equipment provided, how to store/maintain it and when to raise an issue with it.
- Actively participate in your team, making suggestions on how we can improve the way we work.
- Report all accidents and near misses so they can be investigated and acted upon.

