

	<b>Job Description</b>	

<b>Job Title</b>	<b>Project Engineer</b>
<b>Reports To</b> (Job title only)	<b>Senior Project Manager</b>
<b>Function</b>	<b>Services</b>

**Purpose of the Role**  
(Why does the position exist and what is the job about)

Managing and delivering multiple projects concurrently with responsibility for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals.

**Level of Supervision**  
(Is the position closely, moderately or minimally supervised - please explain)

Moderately depending on competence, experience and need for mentorship.

**Job Responsibilities**  
(Comprehensive detail of the job content)

- Lead the planning and implementation of projects
- Coordinate internal resources and third parties/vendors for the execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Facilitate the definition and develop project scopes and objectives, involving all relevant stakeholders and ensuring technical compliance with clients and certification bodies.
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Manage and report on costs to the business on a monthly basis.
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders and report on a regular basis
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Actively seek other opportunities for the business and build on existing relationships with customers.

In addition, you will carry out any other duties that reasonably and naturally fall within your role and which the Company deems you to be competent to undertake.

<b>Line Management Responsibility?</b> (If 'yes' please list subordinates' job titles)	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>
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**HSEQ**

- You will demonstrate a personal commitment to Health, Safety, Quality and the Environment.
- You will apply Company and where appropriate, the group and / or Client's Health, Safety, Quality and Environment Policies and Procedures.
- Maintain and embrace ownership of Company policies and procedures, and ensure that all HSEQ and Operational procedures as identified in the Company HSEQ Manuals are adhered to at all times.

**Working With Others**

- You will work cooperatively with others to achieve identified shared business goals through effective teamwork.
- You will communicate openly with others in the organisation, exchanging progress information freely.
- You will propose and agree ways to improve tasks, ensuring interpersonal relationships are effective and support business objectives.
- At all times, you will carry out your duties ethically, lawfully and respectfully.

**Customer Interface**

- All roles in the Company contribute to a successful and profitable relationship with our

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customers.

- You must have a thorough understanding of how your role contributes to the service our customers receive and, as a result, will appreciate the importance of adopting a professional approach at all times in carrying out your duties.

**Financial Awareness**

- You will carry out your duties in accordance with the Company’s Policies in respect of good financial practices, ensuring all spend is necessary to achieve the organisation’s objectives and is properly approved.
- You will understand how costs impact on profitability to ensure you’re able to contribute to the business’s positive financial performance.

**Knowledge and Skills**

Essential / Required	Desirable
<ul style="list-style-type: none"> <li>• Previous experience in Management or Supervisory role with line/business management responsibility.</li> <li>• Previous experience at Technician/Engineer level in line with company’s Competence matrix.</li> <li>• Direct work experience in project management capacity</li> <li>• Excellent client-facing and internal communication skills</li> <li>• Excellent written and verbal communication skills with strong negotiation skills</li> <li>• Good reporting skills</li> <li>• Strong commercial awareness and budgeting experience</li> <li>• Strong leadership and people management skills. Solid organizational skills including attention to detail, multi-tasking skills, planning and time management skills</li> <li>• Self-starter and ability to work fairly autonomously</li> <li>• Ability to effectively work through pressure and deadlines</li> <li>• Ability to make decisions and communicate effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporated Engineer</li> <li>• Degree qualified, HNC-HND, ONC</li> <li>• Mechanical handling experience</li> <li>• Project management and engineering</li> <li>• Experience of working via a project execution methodology of a gate model approach</li> <li>• Knowledge of both theoretical and practical aspects of project management</li> <li>• Knowledge of project management techniques and tools</li> </ul>

**Minimum Professional, Academic or Other Qualifications**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualification in Project Management or relevant Engineering discipline</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Tools and Technology**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Strong working knowledge of Microsoft Office package (excel, project, word)</li> </ul>	<ul style="list-style-type: none"> <li>• SAGE 200</li> </ul>

**Other Comments**

- Based in Glasgow
- Requirement to travel to Renfrew and client sites/facility