

F108 - Job Description – Green Frog Connect Ltd

Job Title: Project Manager
Reports to: Head of Operations
Based at: Home working with access to offices at Weston-Super-Mare, Coleshill and Sheffield

Job Purpose:

The Project Manager is responsible for the efficient delivery of the physical works in a safe manner including the coordination of works with the client's site team the appointed UCP, DNO inspecting engineers and highway authorities. The Project Manager is also responsible in overseeing the cost efficient procurement and control of all project resources (labour, plant and material) and the commercial control of changes requested and accepted by the client during project delivery.

Key Responsibilities and Accountabilities:

- To deliver all Contestable Connections and site works as assigned for GFC on time and within budget
- Maintain financial control of projects throughout using correct GFC procedures.
- To be fully conversant with all relevant GFC Business Processes.
- To promote and demonstrate a culture of Health Safety & Quality at all times.
- To comply at all times with the requirements of Green Frog Connects Environmental Policy.
- Develop Construction RAMS and prepare site instructions. Carry out Risk Assessments.
- Record All Project variations, capture and present to the finance team for onward client submission.
- All Other reasonably requested duties.
- Carry out Site Safety Audits as required.
- Report all accidents and incidents as soon as reasonably practicable.
- Carry out and maintain all on site inductions and keep appropriate records as per GFC procedures.
- Issue and record PPE as required.
- Ensure all works are carried out to GFC / DNO specifications.
- Keep up to date on current legislation & regulations
- Carry out all works in line with GFC's Policies and procedures
- All works in the Public Highway to be carried out in liaison with the local authority and to current HAUC/Traffic Management Act Specifications.
- All off-site work will be signed and barriered in accordance with Chapter 8 NRSWA.
- Ensure that all relevant Safety, Construction specifications & technical data are available.
- Liaise with other GFC staff / client to ensure all targets and key milestones are met.
- Determine what resources are required to complete the project and when these resources are required.
- Ensure that the legal completion for their individual projects is being monitored.
- To provide and feedback relevant KPI information as required.
- To be fully aware of the market place that GFC are operating within and to promote the company to maximise opportunities.
- To hold all current relevant authorisations and certification related to the project.
- Ensure that you have the relevant experience, knowledge & training to carry out your duties for GFC.
- To ensure personnel are authorised and have received the relevant training in the task instructed to carry out.

Minimum Standard of Qualifications & Requirements

- GCSE Grade C- A (x5) including Maths, Physics/Science English Language
- NEBOSH, IOSH or SMSTS

Additional preferred Qualifications / Experience

- Bachelor's Degree in a relevant Engineering subject and/or a strong track record in the industry
- Streetworks Supervisor Card, minimum of Units 1, 10 and 11

Relevant Experience, Skills and Abilities

- Minimum of 5-years' relevant experience in an electrical or contracting environment
- Use of Microsoft Office suite of computer applications
- Excellent written and oral communication skills.
- A thorough understanding of high voltage power systems and ideally including power generation and civil aspects.
- Strong attention to detail.

Additional requirements

Proficient performer able to hit the ground running.

Flexible and motivated, prepared to commit to a stable, long term role