

JOB TITLE

Project Manager – Monitoring and Environmental Services

Key role objective	<p>The principal function of this position is the implementation of environmental service projects for which you are responsible, this includes effective client communication, commercial management, technical success, and profitability. Establishing a strong collaborative working relationship with our clients at all levels is key to WJs long term success.</p> <p>WJ Groundwater offers an extensive training and development program which will commence after individuals complete their probationary period. Company Induction, Initial basic training & PPE issue will be provided from commencement of your employment.</p>
Reports / Responsible to	Monitoring and Environmental Services Manager (Line Manager)
Key areas of responsibility	<p>Carry out project management duties:</p> <ul style="list-style-type: none"> • To deliver WJ’s contractual obligations as directed by the Monitoring and Environmental Services Manager. • To supervise site activities and closely liaise with the clients site staff, supervisors, subcontractors, and suppliers. • To maintain a good quality documentary record of WJ’s contractual activities including the collection, collation, and presentation of monitoring data. • To perform project management and dissemination responsibilities, including drafting of regular progress reports as required & participating in both internal and external project meetings. • Prepare Method Statements, including working drawings and works procedures. • Appoint and brief the WJ site team, including specialist subcontractors. • Define the project programme & ensuring contractual targets are met. • Prepare, issue, and negotiate monthly payment applications. • Undertake business development activities for new projects. This may involve site visits to collect information and discuss our client’s requirements, pursuing tenders, assisting in the preparation of tenders & quotations. • Take responsibility for your own health and safety and to prepare Risk Assessments for site activities. Brief, check and audit site staff to ensure safe working practices are being followed. • Directly line manage WJ site and monitoring staff and assist in supporting, mentoring and training junior employees and site staff, particularly staff directly under your supervision. • Assist in the development of the Integrated Management System, administer IMS procedures and ensure objectives and targets are met. • Liaise with the company auditors and ensure execution of corrective actions. • Undertake training courses suitable for progression of you career. • When appropriate recruit, interview and put forward candidates to become a site technicians under your supervision. <p>The above is not exhaustive and you will be expected to undertake any other duties which may reasonably fall within your level of responsibility and competence. The board of WJ Groundwater Limited is committed to the implementation and certification of an Integrated Management System to ISO9001, ISO14001 and OHSAS18001.</p>



Key Requirements	<p>A motivated and hardworking individual with good written and communication skills is essential. Minimum 5 years' experience within the construction industry managing projects and site staff in a similar environment.</p> <ul style="list-style-type: none"> • A degree (or equivalent) in a relevant engineering discipline. • Project Management Qualification desirable • Understanding of Hydrogeology, Engineering Geology or Civil Engineering. • Experience in the supervision of geotechnical activities and use of the 'observational method'. • Resourcefulness, initiative, and the ability to work unsupervised. • The ability to plan and organize own workload as well as that of the team. • Experience and confidence in managing others. • Commercial awareness, ideally including knowledge of construction industry contracts. • Competent user of Microsoft Office. • Excellent verbal and interpersonal skills and written communication skills - the ability to communicate complicated and sometimes sensitive concepts is an essential requirement • Proof of eligibility to work in the UK. • Full UK Driving License.
Target Deliveries	<p>As guidance, the specific deliverables within 12 months of commencement would be as follows:</p> <ul style="list-style-type: none"> • Successfully manage the delivery of several environmental services projects • Show competence in managing a team of monitoring technicians in an efficient manner. • Meet customers project deliverables consistently
Working Conditions	<p>The role is predominately office based at our head office, but you will be expected to visit our client's sites for meetings, site walkovers, site inductions, undertake project briefings within the UK, mainland Europe and possibly globally as required.</p> <p>Working with WJ colleagues and our clients for the installation of monitoring systems in both outdoor & indoor environments (often within tunnels, adits and shafts, which are frequently classified as low to medium risk confined spaces).</p>
Physical Requirements	<p>The role is split between the site and the office. It does require that the candidate utilizes a Visual Display Unit (VDU) as part of their day to day activities. On site you will standing for extended periods of time often in outdoor environments in all weather conditions.</p>

Approved by	Nick Gigg	Signature	
Date Approved	10/04/2024	Next Review	Feb 2025
Employee's Signature		Name of Employee and Date	