

## JOB TITLE

Project Manager

<b>Key role objective</b>	<p>The principal function of this position is the site implementation of groundwater control schemes for projects which you are responsible for, 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 &amp; PPE issue will be provided from commencement of your employment.</p>
<b>Reports / Responsible to</b>	Major Contracts Director (Line Manager)
<b>Key areas of responsibility</b>	<p>Carry out project management duties:</p> <ul style="list-style-type: none"> <li>To deliver WJ’s contractual obligations as directed by the Contracts Director.</li> <li>To supervise site activities and closely liaise with the clients site staff, supervisors, subcontractors, and suppliers.</li> <li>To maintain a good quality documentary record of WJ’s contractual activities including the collection, collation, and presentation of monitoring data.</li> <li>To perform project management and dissemination responsibilities, including drafting of regular progress reports as required &amp; participating in both internal and external project meetings.</li> <li>Prepare Method Statements, including working drawings and works procedures.</li> <li>Appoint and brief the WJ site team, including specialist subcontractors.</li> <li>Define the project programme &amp; ensuring contractual targets are met.</li> <li>Prepare, issue, and negotiate monthly payment applications.</li> <li>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 &amp; quotations.</li> <li>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.</li> <li>Directly line manage WJ site and monitoring staff.</li> </ul> <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> <ul style="list-style-type: none"> <li>Assist in the development of the Integrated Management System</li> <li>Administer IMS procedures and ensure objectives and targets are met.</li> <li>Liaise with the company auditors and ensure execution of corrective actions.</li> </ul>
<b>Working Conditions</b>	<p>The role is predominately a combination of site and office based within the UK. There may be occasions where you will need to work outside the UK at one of WJ’s overseas branches either in an advisory capacity, to give or receive training or providing support.</p>



<b>Targets &amp; Measurables</b>	<ul style="list-style-type: none"><li>• Undertake training courses suitable for progression of you career which includes NVQ Level 6.</li><li>• When appropriate recruit, interview and put forward candidates to become a site Engineer under your supervision.</li><li>• Assist in supporting, mentoring and training junior engineers and site staff, particularly staff directly under your supervision.</li><li>• Promote WJ by attendance and participation in conferences/seminars/lectures and professional associations.</li><li>• Collaborate, prepare and, where appropriate present, project case study or other papers for both journals and at conferences.</li></ul>
<b>Physical Requirements</b>	The role requires the ability to work on site, access shafts and walk along tunnels.

<b>Approved by</b>	Paul Judge	<b>Signature</b>	
<b>Date Approved</b>	01/04/2022	<b>Next Review</b>	Nov 2022
<b>Employee's Signature</b>		<b>Name of Employee and Date</b>	Emily Riley