

<b>LINBROOKE SERVICES – JOB DESCRIPTION</b>	
<b>Department :</b> Rail Engineering	<b>Location :</b> Sheffield or On Site
<b>Job Title :</b> Project Manager	<b>Reports to :</b> Business Manager Rail
<b>PURPOSE</b>	
Linbrooke Services provide high quality Telecommunications, Security, Power and Minor Civil Engineering solutions to the Rail Industry. The purpose of this role is to provide project management services for existing and new projects.	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Work closely with customers to understand the business requirements of the project, developing effective relationships</li> <li>• Define the deliverables, resource requirements and work plan for the project and manage their development and delivery</li> <li>• Ensure that the project is delivered within the financial requirements of Linbrooke Services</li> <li>• Manage project change and its potential impact on programme, cost and resources</li> <li>• Estimate and plan projects from conception to completion and to consider appropriate contingencies</li> <li>• Ensure projects meet with all necessary quality standards</li> <li>• Manage, monitor and motivate the cross functional team assigned to the project</li> <li>• Manage and monitor the project plan to ensure successful completion of planned activities and delivery of the project to schedule</li> <li>• Conduct project reviews, presentation and provide timely project reporting</li> </ul>	
<b>GENERAL SAFETY</b>	
<ul style="list-style-type: none"> <li>• Overall accountability for safety on projects</li> <li>• Proactively work with the project team and customers to promote and manage a positive health and safety culture</li> <li>• Manage the reporting of accidents and incidents in accordance with business quality standards and the project requirements</li> </ul>	
<b>GENERAL QUALITY</b>	
<ul style="list-style-type: none"> <li>• Delivery of all work in accordance with Linbrooke Services quality procedures and customer specified standards and specifications</li> <li>• Support the business during quality audits and demonstrate compliance</li> </ul>	
<b>COMPETENCE</b>	
<ul style="list-style-type: none"> <li>• Chartered Engineer and Member of an appropriate professional institution e.g. IRSE</li> <li>• Promote personal and corporate involvement in professional organisations such as the APM, IET and IRSE</li> <li>• A proven track record of delivering railway telecommunications projects within the railway telecommunications environment</li> <li>• Team management experience comfortable with matrix management of project teams up to 20 staff</li> <li>• Excellent customer facing skills</li> <li>• Experience of the whole project lifecycle</li> <li>• Thorough knowledge of planning software such as Primavera P3</li> <li>• The ability to foster motivation within the project team to meet tight deadlines</li> <li>• The ability to have a strong impact and to influence key decisions</li> </ul>	