

## JOB DESCRIPTION

### Senior Project Manager

<b>Job Title:</b>	<b>Senior Project Manager -Residential Projects</b>
<b>Salary:</b>	<b>Negotiable</b>
<b>Type:</b>	<b>Full-Time, Permanent</b>
<b>Department:</b>	<b>Engineering</b>
<b>Location:</b>	<b>High Wycombe with travel to locations across London and the UK</b>
<b>Report to:</b>	<b>Residential Operations Manager</b>
<b>Benefits:</b>	<b>Private Health Care, Laptop and Smartphone</b>

#### Main Purpose of the Role

Reporting to the Residential Operations Manager, the Project Manager will be responsible for on and off site management of AV installations in residential environments.

The Project Manager will be liaising directly with clients, main contractors and both internal and external project teams. Installations are expected to be delivered to highest standard of satisfaction, on time and to budget. Applicants should be willing to work away from home for short periods of time. While the Smartcomm customer base largely covers the South East of England, it does extend across the UK and into Europe. The Project manager will be expected to present themselves in a professional manner. They will need to motivate the delivery team, whilst managing and driving the project to a successful conclusion.

#### Main Responsibilities

- 1) Attend internal project handover meetings and with a view to taking early ownership.
- 2) Coordinate all preliminary communications to establish early liaison with relevant parties and contractors.
- 3) Managing all aspects of the project scheduling in conjunction with any main contractor programme.
- 4) Manage multiple projects concurrently whilst maintaining focus on budget and effective project delivery.
- 5) Liaise with the procurement team to ensure timely and cost effective purchasing and delivery is maintained.
- 6) Work closely with the design team to ensure all drawings and supporting documentation necessary for accurate and informed delivery of the project is achieved.
- 7) Ensure that all Health & Safety files are maintained for all projects and that safe systems of work are put in place throughout. Ensure regular reporting and monitoring of all internal and external Health & Safety processes.
- 8) Identify needs for Method Statements & Risk Assessments (RAMS), and produce effective documentation to support site processes. Ensure all RAMS are administered and adhered to in line with corporate policy.

- 9) Adopt all current company Quality System procedures.
- 10) Be able to take snapshot views of labour commitment versus budgeted labour allowance versus project progression with a view to reporting.
- 11) Represent the company at a senior level with the necessary level of professional conduct and presentation.
- 12) Prepare all documentation at the end of the project for handover to client and make sure a sign off is obtained from the client.
- 13) Any other tasks relating to the successful completion of projects

### Key Skills & Achievements

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
At least 3 years' experience in a Project Management role within the AV industry.	Degree level education in a practical engineering degree.
Project Management experience in large scale AV projects (over £500K).	Based in the West London area, Berks or Bucks, M40 M4 corridor
Excellent communication with clients and colleagues both verbal and written.	Crestron and AMX programming skills.
Professional practice and appearance.	CEDIA qualifications.
Good time keeping and ability to plan and organise projects and schedule work.	Avixa qualifications.
Able to work as part of a team.	Site Manager Safety Training Scheme
Be organised and flexible with the ability to approach different types of tasks during the working day.	Project Management qualification e.g. PRINCE 2, CEDIA
Being able to prioritise and work under pressure is essential.	
Be able to work to the highest quality standards with attention to detail ensuring that we complete our work thoroughly, never walking away from a problem.	
Full clean driving licence (minor points will be considered).	
Have a valid passport.	
CSCS card	

To be considered for this position, please submit a copy of your current CV to [info@smartcomm.co.uk](mailto:info@smartcomm.co.uk).