

JOB DESCRIPTION

Senior Project Manager

Job Title:	Project Manager
Salary:	Negotiable
Type:	Full-Time, Permanent
Department:	Project Management
Location:	High Wycombe with travel to locations across the UK and Europe
Report to:	Head of Project Management
Benefits:	Private Health Care, Laptop and Smartphone

Main Purpose of the Role

Reporting to the Head of Project Management, the Project Manager will be responsible for on- and off-site management of AV installations in the residential environment. They will be liaising with clients, main contractors and internal & external project teams, to deliver installations to the highest standard of satisfaction, on time and to budget. Applicants should be willing to work away from home for short periods of time as our client base extends across the UK, and into Europe. They will be expected to present themselves in a professional manner while motivating the delivery team and managing & 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) Ensure contractors pricing is fixed prior to commencing work and they adhere to scopes to ensure value for money.
- 4) Managing all aspects of the project scheduling in conjunction with any main contractor programme.
- 5) Manage multiple projects concurrently whilst maintaining focus on budget and effective project delivery.
- 6) Take ownership of project budgets and ensure delivery is achieved in line with Smartcomm standards.
- 7) Facilitate any variation requests from upstream and ensure the information is passed on to the relevant internal departments within Smartcomm. Then follow up to ensure information is correct and issued back to the client in a timely manner.
- 8) Liaise with the procurement team to ensure timely and cost-effective purchasing and delivery is maintained.
- 9) Follow process as set out by other departments, purchasing, operations etc.
- 10) Work closely with the design team to ensure all drawings and supporting documentation necessary for accurate and informed delivery of the project is achieved.
- 11) 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.

- 12) 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.
- 13) Adopt all current company Quality System procedures.
- 14) Be able to take snapshot views of labour commitment versus budgeted labour allowance versus project progression with a view to reporting.
- 15) Represent the company with the necessary level of professional conduct and presentation.
- 16) Prepare all documentation at the end of the project for handover to client and make sure a sign off is obtained from the client.
- 17) Provide regular updates on project process, including reports on progress on site, issues, and comparison of estimated against actual milestones.
- 18) Any other tasks relating to the successful completion of projects etc.

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 commercial understanding	Understanding of contracts and wording thereof.
Excellent communication with clients and colleagues both verbal and written.	CEDIA qualifications.
Professional practice and appearance.	InfoComm qualifications.
Good time keeping and ability to plan and organise projects and schedule work.	Site Manager Safety Training Scheme
Able to work as part of a team.	Project Management qualification e.g. PRINCE 2
Be organised and flexible with the ability to approach different types of tasks during the working day.	
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.