

JOB DESCRIPTION – Project Manager

Job Title	Project Manager
Date Reviewed	February 2020
Responsible To	Contracts Manager
Responsible For	None
Location	Maidenhead

Business Profile

AVK are the UK's leading provider of critical power systems and maintenance that guarantee your power. For 31 years we've been supplying UPS systems, standby diesel generators and Battery Storage solutions providing our clients with reliable back-up power solutions for their mission critical services & systems.

We are trusted by many of the UK's largest Data Centre operators, Finance & Banking providers and Telecommunications companies to design, install and maintain 100% power integrity by providing diesel generators, uninterruptible power systems, switchgear, protection relays and turnkey solutions.

AVK specialise in all aspects of the design, planning, implementation and on-going maintenance of critical power systems. We provide solutions for standard or bespoke applications, with UPS systems ranging in size from 1kVA to 800kVA to standby diesel generation ranging in size from 5kW up to 10MVA and covering all project sizes from £1k up to £30m. Our extensive and growing client base reflects our highly regarded reputation for both quality and service

Overview

As a Project Manager with AVK-SEG you will take total responsibility for the implementation of a Successful Project to ensure it is delivered on time, within budget and meets the customer specifications and expectations.

The Project Manager will need to be customer focused, self-motivated, comfortable in liaising with customers, suppliers and sub-contractors and used to working within tight deadlines, managing numerous projects running concurrently varying in value up to £10 million +.

Responsibilities

1	To assist in managing the Projects with the clear goal of maximum efficiency and effectiveness, achieving Projects performance which is valued by customers but at the lowest operating cost in the marketplace and as a profitable business unit
2	To manage suppliers both on and off site to ensure that the quality of work is to the standard required by AVK and our customers
3	To be aware of the contractual requirements of all Projects, payment milestones and associated requirements, key dates, technical requirements for the scope of works, Health and Safety requirements
4	Review of each project at handover from Project Sales, analysing commercial, contractual and technical requirements identifying risks and escalating to the Project Director where appropriate
5	Planning of resources to achieve acceptable commercial and technical results
6	Day to day decisions to manage Project customers and contracts. Manage tasks in time to achieve required deadlines
7	Attend factory and site acceptance tests on projects when required which may require weekend work
8	Ensure delivery of AVK projects on time and in accordance with the technical requirements of the contract
9	Prepare and present project financial report upon completion highlighting concerns and key highlights
10	Agree engineering design with the technical team, prepare and monitor the project plan

Person specification

Key skills and knowledge	Desired/Essential
Minimum of 5 years project experience in power generation industry, specifically diesel generators	Essential
Excellent communication and negotiation skills	Essential
Customer focussed with negotiation and mediation skills	Essential
Hold a full valid driving licence	Essential
Hold an electrical or mechanical engineering qualification	Essential
Considerable drive and be able to push actions through the entire business. Highly proactive.	Essential
Required to occasionally work unsociable hours, weekends, nights or public holidays, as is required from time to time within the Projects department	Essential
Exceptional organisational and time management skills	Desired