

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Project Manager	<b>DATE</b>	17/03/2022
<b>DEPARTMENT:</b>	Operations – Systems		
<b>REPORTS TO:</b>	C. Allen		
<b>SUPERVISION OF:</b>	n/a		

### **JOB FUNCTION (summary of job function in a few sentences)**

This position's primary purpose is:

The Project manager is responsible for the direction, coordination, implementation, executive control and completion of project, while remaining aligned with strategy, commitments and goals of the organisation.

Oversee all aspects of projects. Sets deadlines, assign responsibilities, and monitor and summarize progress of project.

The successful candidate will work directly with clients to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other departments to ensure all aspects of each project are compatible.

### **DUTIES AND RESPONSIBILITIES (technical, managerial, financial, safety, quality)**

#### **PRIMARY RESPONSIBILITIES:**

- Coordinate internal resources and third parties/vendors for the flawless execution of multiple projects
- Prepare reports for upper management regarding status of project.
- Coordination and completion of projects on time within budget, on time and within scope.
- Assist in the definition of project scope and objectives, involving all relevant internal stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Measure performance using appropriate project management tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and relevant stakeholders
- Perform risk management to minimize potential risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills
- Perform other related duties as assigned

- Develop spreadsheets, diagrams and process maps to document needs

#### GENERAL RESPONSIBILITIES:

#### PRINCIPAL CONTACTS (internal and external)

Internal: Commercial, Engineering, Manufacturing, Procurement, Service

External: Project clients

#### EDUCATION/QUALIFICATIONS (essential and desirable)

- Bachelor's Degree in appropriate field of study or equivalent work experience

#### SKILLS & EXPERIENCE - Essential (E) and Desirable (D)

- Proven working experience in project management (E)
- Excellent client-facing and internal communication skills (E)
- Excellent written and verbal communication skills (E)
- Solid organizational skills including attention to detail and multitasking skills (E)
- Strong working knowledge of Microsoft Office (E)
- Experience with project management software tools (D)
- Familiar with a water industry concepts, practices, and procedures. (D)
- Work with other team members and departments (E)

#### ENVIROGEN COMPETENCES (plus any other essential competencies)

Completed by	C Allen	Approved by	
Job Title	Lead Project Engineer	Job Title	
Date	16.03.22	Date	
Signature	C Allen	Signature	

I have read the above job description and can confirm that I understand and agree to work to its content.

Name	Signature	Date