

Project Manager (Civils)

Location: Newcastle

Salary: £45,000 to £50,000, DOE

Contract: Full time & Permanent

Hours: Monday to Friday (8am to 5pm)

About Us:

IQA Group is a leading provider of utility contracting services to Distribution Network Operators, the private sector and the public sector across the UK. Established in 2002, IQA now employs over 250 people across our three sites – Glasgow, North Wales and Liverpool.

Our parent company Elecnor, have 60 years of continuous growth and a presence in more than 50 countries, Elecnor has become one of the most outstanding Spanish business groups and a benchmark in the infrastructure, renewable energy and technology sectors. Elecnor has over 40 years' experience in the development of Infrastructure and Telecommunications Systems, covering the complete life cycle of a telecommunications network.

This is an exciting time to join IQA, at a period of growth and diversification. IQA, in conjunction with Elecnor, are entering into the Telecommunication market in the UK. We have recently been awarded a FTTH contract on behalf of City Fibre. As such we are looking to recruit experienced professionals in Newcastle for a long term project.

About the Role:

We are currently looking to recruit a skilled and experienced Civils Project Manager to be based out of our premises in Newcastle supporting all aspects of our FTTH contract.

This role will be overseeing our day-to-day civils operations from a project and financial perspective and focusing on the execution of the project to ensure it is completed on time and within budget. Your primary role will be to ensure existing projects, currently in Newcastle, are operating within agreed targets, managing sub contractors and ensuring the smooth running of all civils related work on the project.

Day to day tasks are as follows (but not limited to):

Operations:

- Manage business unit Supervisors and ensure policies and procedures are being followed
- Ensure Supervisors efficiently manage manpower for all projects
- Ensure that all works are programmed accordingly
- Provide electrical technical support and advice
- Lead support staff
- Complete estimating for projects as per agreed schedule of rates
- Ensure adequate plant and equipment available for all necessary works
- Hold team updates daily and arrange weekly and monthly meetings with Supervisors
- Ensure adequate usages of Company IT systems for all works; estimating, contract awards, planning and invoicing, and general reporting
- Building, retaining and improving Client and Customer relationships
- Complete all works in line with IQA Company policies and procedures
- Manage sub-contractors in line with our agreed service level agreements
- Assign ownership/accountability of projects to Supervisors

Financial:

- Prepare, own and deliver section budget(s) in line with Company strategy
- Agree budgets with Supervisors for each business stream
- Assume ownership of section profit and loss account ensuring targets are being delivered
- Submit all required information for production of invoices in a timely manner
- Assist in cost control initiatives within the department
- Prepare, agree and submit all intercompany changes to Finance
- Assist with completion of cost analysis workbooks as and when required
- Debt management

Procurement:

- Identify material requirements for projects and business activities
- Raise purchase requisitions for materials for each project
- Use ERP in line with procedures, and always have PO number prior to purchasing goods

Health and Safety:

- Adhere to and ensure that all aspects of health and safety are followed in line with legislation and Company procedures
- Ensure all staff and sub-contractors under your control follow the procedures set out
- Conduct regular health and safety audits on Operatives as per set targets
- Report all incidents and health and safety matters as required
- Liaise with SHE Advisor on any requirements

Quality of Work:

- Ensure Quality of Work audits are completed by Supervisors
- Ensure Support Assistants update all Quality of Work reports
- Ensure Quality of Work Non-conformances are closed out
- Work in conjunction with Compliance Team to ensure standards are achieved

Section Administration:

- Prepare reports for monthly meetings
- Liaise with other section Project Managers
- Manage accreditations as required
- Utilise Support Assistants effectively to ensure maximum productivity

People Matters:

- Regular one to one meetings; weekly and monthly with direct reports
- Set objectives for direct reports and agree frequency of meetings
- In accordance with Company policy ensure the adequate support of HR representation is available and process followed for data capture
- Manage holidays within your department ensuring adequate cover is always available

Candidate Requirements:

- Bachelors degree or equivalent
- Excellent commercial acumen and Project Management skills
- Experience in a similar role at a similar level
- Commercial awareness
- Proven track record in managing People and Client relationships
- Strong interpersonal skills with the ability of influencing at all levels

- Good communication skills both written and verbal
- Good PC skills (Excel, Word, PowerPoint, Outlook) ERP System knowledge would be an advantage
- Experience of working in a fast paced environment
- Ability to analyse data and recognise trends
- Proactive with new ideas for efficiencies, improvements
- Good health and safety knowledge and practices
- Full driving license

Benefits:

- Salary ranging from £45,000 to £50,000
- Opportunities to progress career
- Car Allowance
- 25 days annual holiday, plus 8 stats

To apply for this role, please send your CV to Human Resources at jobs.iqa@elecnor.es specifying the role you are interested in.