



<b>Job title:</b>	<b>Decarbonisation Project Manager</b>
<b>Reference:</b>	<b>218/DC</b>
<b>Division:</b>	<b>Energy</b>
<b>Responsible to:</b>	<b>Decarbonisation Project Management Lead</b>
<b>Responsible for:</b>	<b>None</b>

## The Role

The **Decarbonisation Project Manager** is accountable for overseeing energy efficiency and renewable energy installation projects delivered by its suppliers under LASER frameworks and/or its clients' contractual appointment(s). It may cover all phases of a capital project from initial site survey through to post installation sign off.

This will include LED lighting projects and other technologies such as solar PV and heat pumps at clients' buildings/sites.

The role will be responsible for ensuring customer satisfaction as well as maintaining contractor relationships and project delivery within fixed budgets.

## Key Duties

- Oversee project management through defined stages of any 'works' / construction project under LASER's remit including;
  - Working collaboratively with internal and external stakeholders, at all levels within the organisation, to define and achieve mutual understanding of the scope and outcomes.
  - Arranging any necessary surveys and pre-project planning requirements.
  - Provide critical analysis of any tender / pricing exercises completed.
  - Set and review contractor responsibilities and expectations.
  - Programming of project timescales, variation control and risk assessment
  - Agreeing/managing lead times of equipment and availability of labour.
  - Manage the project(s) time, cost and quality activities, in line with the project framework.
  - Ensure application of risk and issue management across the project(s), instigate mitigation actions, identify contingency plans and manage remedial actions through to conclusion.
  - Ensure effective communication of plans and actions to the project teams, internal and external stakeholders, partners, suppliers and customers.
  - Conduct project meetings and attend programme and portfolio meetings, maintain effective working relationships to deliver high customer satisfaction.



- Monitor the quality of project deliverables and ensure project objectives are met, including the reporting of supplier KPIs within LASER.
- Agree and Monitor snagging and handover process to ensure full project completion.
- Deliver projects within fixed budgets and profit margin targets.
- Continually improve H&S and environment understanding and practice including LASER and CSG policy and procedure.
- Develop an understanding of Public Sector Procurement rules.
- Develop and maintain a detailed understanding of LED lighting technologies and installation techniques.
- Maintain and develop understanding of emerging energy saving technologies
- Work with and direct Project Assistants to attain best outcomes for customers
- Being involved with the development of the new decarbonisation project management service offers, including Project Management Office
- Travel throughout the UK.
- Be commercially aware to minimise unexpected costs to customer, LASER or contractors.

Personal and Career Development will be managed through a Career Development Plan.

Such other duties, commensurate with the grading of the post that may be assigned by the line manager or their nominee.

### **Health, Safety & Wellbeing Considerations**

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Regular use of Screen Display Equipment
- Driving to customer and supplier sites throughout the UK
- Adhering to any local (site specific) health and safety requirements
- Surveying large sites on foot involving several hours walking

#### **Other duties:**

**Health and Safety:** Adhere to the corporate policy on Health and Safety at work as well as taking responsibility for Health and Safety within the area of your control.

**Equality and Diversity:** Work positively in an equal opportunity and diverse environment and respect the unique contribution of every individual.

**Environmental Awareness:** To support the organisation's corporate Environment Policy by complying with relevant environmental legislation and carrying out your duties in an environmentally responsible manner.



## **Internal & External Relationships**

### **Internal:**

Successful internal relationships will need to be developed with:

- Colleagues in the Energy Projects team
- All colleagues within the Energy Division
- Commercial Services' Finance, HR and IT teams

### **External:**

Successful external relationships will need to be developed with:

- The Energy Division's existing and potential new customers
- The Energy Division's framework managers
- LED lighting and other technology contractors
- LED lighting and other technology suppliers

## JOB DESCRIPTION



The Person Specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Please be aware that your application will be measured against the criteria published below.

Qualifications / Training	Essential	Desirable
Professional qualification in project management, such as APM Project Management Qualification (PMQ) or another recognised qualification (e.g. Prince2 or PMP)	✓	
Degree-level surveying or engineering qualification		✓

Experience / Knowledge	Essential	Desirable
Extensive demonstrable experience of construction and/or engineering projects and contracts (e.g. JCT)	✓	
3 years' project management and delivery experience	✓	
Knowledge of LED lighting products and alternative energy technologies.		✓
Knowledge of mechanical & electrical project management		✓
Understanding of energy saving project calculations, costs, savings and paybacks		✓
Servicing and selling to customers – ideally within the public sector		✓
Understanding of public sector procurement rules and practice		✓

Skills / Abilities	Essential	Desirable
A high level of computer literacy and ability to create and use complex spreadsheets or project management software packages.	✓	
Ability to survey large buildings, make accurate records of existing installed lighting or other M&E equipment.	✓	
Ability to empathise with customers, suppliers and co-workers in order to understand their outlook and deliver joint outcomes.	✓	
Ability to think strategically, set own objectives and direct effort to meet goals	✓	
Excellent communication skills with the ability to communicate complex scenarios in a clear and concise manner with customers and suppliers	✓	

# JOB DESCRIPTION



Creativity and innovation	✓	
Desire to maintain professional development in a Project Management environment.	✓	

Additional Attributes	Essential	Desirable
Highly motivated to achieve goals	✓	
Positive and resilient outlook	✓	
Lead by example and set the standards that support the image we want to project to our customers, suppliers and colleagues.	✓	
Commercially astute – possess the intellectual curiosity, capacity and capability to analyse complex issues, make well-judged decisions and take timely action. Adaptable work style	✓	

## Code of conduct

We expect our employees to act professionally at all times both internally in the way we treat our colleagues and business partners and externally in the image we project to our customers and suppliers.

### We expect all our team members to :

- **Give our best** – we are empowered & have the autonomy to give our best every day; we are accountable for what we do, and we are comfortable with openness and challenge in the pursuit of improvement
- **Make a difference** – we do the right thing on a difficult day; we are building on our legacy for success and we are making a difference for tomorrow
- **Freedom to thrive** – our creative and adaptive thinking allows us to lead the way; we are curious and passionate, and we have the freedom to thrive
- **Everyone is valued** – we look out for each other; we enjoy doing a good job together and everyone is valued

<b>Job Holder's Signature:</b>		<b>Date:</b>
<b>Print Name:</b>		
<b>Line Manager's Signature:</b>		<b>Date:</b>
<b>Print Name:</b>		