

CIVIL ENGINEERING PROJECT MANAGER

WCM-JD17 / 4 April 2019

OVERVIEW

The role of the Civil Engineering Project Manager at West Cumbria Mining (WCM) will be based at the company's Woodhouse Colliery project office in Whitehaven, West Cumbria. The role reports to the WCM Head of Programme.

KEY RESPONSIBILITIES AND DUTIES

- ▶ The Civil Engineering Project Manager will be responsible for day-to-day management and leadership of all aspects of the project or series of packages within the project, including;
 - ▶ Successful delivery - programme, budget, costs, cash flow and margin;
 - ▶ Identifying and managing any risks;
 - ▶ Implementing and delivering variations to the project if and when necessary;
 - ▶ Managing the procurement of all required contracts and supply of equipment;
 - ▶ Managing trade contractors and contractual issues;
 - ▶ Regularly inspecting the project for compliance with design and specification;
 - ▶ Providing reports and management information to the Head of Programme and the Operations Director for delivery to the CEO and The Board;
 - ▶ Inspiring the team to deliver the project safely, to budget, time and quality;
 - ▶ Show team leadership and commitment to the WCM 'Golden Rules' and 'Values';
 - ▶ Developing and maintaining relationships with key third-party stakeholders;
- ▶ Maintaining the positive reputation of WCM, built up over the last five years, within the local community to ensure they are proud of the project and the opportunities it brings for the local area and the UK; and
- ▶ Be an active team member in the successful delivery of Woodhouse Colliery and the overall strategy of WCM.

SAFETY

- ▶ Zero tolerance when adhering to Health, Safety and Environmental Regulations, Practices, Policies and Procedures;
- ▶ Ensuring the safety, health and welfare of themselves and all team members;
- ▶ Conducting task and workplace risk assessments; and
- ▶ Identifying hazards and mitigate the risks to ensure operations are conducted safety.

EXPERIENCE

Essential

- ▶ Chartered Civil Engineer with proven project management experience of at least five years, working on complex civil engineering/industrial projects, with a minimum value of £5 million, two years of which should be in a senior site based role;
- ▶ High level of commercial acumen, demonstrable success in managing and delivering projects with a proven track record of working in preconstruction, project procurement and delivery, through to commissioning and operation;
- ▶ Excellent commercial and delivery skills;
- ▶ Proven management and communications skills;
- ▶ First class people leadership and management capability;
- ▶ A confident leader who is able to professionally deal with people at all levels;
- ▶ Decision maker who is able to work well under pressure and adapt to change;
- ▶ Knowledge and experience of working to NEC3 an advantage;
- ▶ Knowledge of underground mining projects and the mining environment an advantage;
- ▶ An ability to demonstrate excellent knowledge of the technical aspects of the project; and
- ▶ Proficient in the use of modern business software tools.

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PERSONAL

- ▶ Enthusiastic and energetic, confident leader who can build a successful team;
 - ▶ Excellent people skills and the ability to influence actions being personable and caring;
 - ▶ Strong business ethic; and
 - ▶ Prepared to accept responsibly and has a desire to challenge themselves in a fast paced environment.
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BENEFITS/PACKAGE

- ▶ Competitive salary;
 - ▶ Company Pension Scheme;
 - ▶ Private medical insurance allowance;
 - ▶ Life insurance cover;
 - ▶ Short term incentive scheme;
 - ▶ Provision of mobile phone and IT equipment;
 - ▶ Attractive holidays and working conditions; and
 - ▶ Expenses covered by the company in line with Policy and Procedure.
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West Cumbria Mining Ltd

Haig Office
Solway Rd, Kells,
Whitehaven, Cumbria
CA28 9BG

Corporate Office
4th Floor, Oakfield House
35 Perrymount Rd
Haywards Heath, RH16 3BW

 www.westcumbriamining.com
 info@westcumbriamining.com
 01946 848333

