**Head of Project Management**

**Department:** Projects **Site:** Lincoln

**Reporting to:** Operations Director **Key Reports:** Project Managers, Technical Author,

Project Engineering Correspondent

**Role Summary**

The Head of Project Management within Greenray manages multiple complex projects primarily within the oil and gas industry, ensuring successful delivery within scope, schedule, and budget. They are responsible for coordinating of all projects (managed through the Project Dept), aligning resources, and ensuring adherence to industry regulations and safety standards. The role requires strong leadership, strategic planning, and communication skills to effectively manage cross-functional teams and stakeholders.

**Key Responsibilities and Tasks**

All job holders need to demonstrate, understand, and implement the company values within their roles.

**People**

* Establish and maintain relationships with key stakeholders, including customer, agents end user/operators, suppliers.
* Communicate project status, risks, and issues to stakeholders, ensuring transparency and alignment with expectations.
* Address stakeholder concerns promptly and proactively manage expectations throughout the project lifecycle.
* Allocate resources effectively across projects to optimise productivity and ensure project milestones are met.
* Collaborate with HR to recruit, onboard, and manage project staff. Including identification, vetting & controlling key contractors and subcontractors.
* Provide guidance and support to project teams, fostering a collaborative and high-performance work environment.
* Support the SHEQ to ensure compliance with all HSE requirements within their Projects & those of their Team.
* Lead/support the compilation of Work Packs including Risk Assessments & Method Statements.
* Carry out full briefing & debriefing of Site Personnel & ensuring that all HSE issues are reported in line with Greenray’s policies & procedures.

**Process**

* Develop comprehensive project plans, including scope, schedule, budget, and resource allocation.
* Coordinate with project managers to ensure alignment of project objectives with customer & organisational goals.
* Monitor project progress, identify risks, and implement mitigation strategies to ensure successful delivery.
* Assist with the compilation and pricing of major contracts and input into the tender process. Carrying out reviews of tenders from a project risk perspective.
* Carrying out commercial/contract review of potential contracts to ensure that all commercial and project aspects have been assessed.
* Perform initial contract review and ensure that contract is handed over from the tender phase to the execution phase successfully.
* Lead or support contract negotiations with Customers & suppliers.
* Manage Contract Variation the process to ensure commercial coverage is in place for all out-of-scope activities and prevent the erosion of profit.

**Delivery**

* Ensure compliance with specification/standards, regulations, and best practices, including health, safety, and environmental requirements.
* Implement quality assurance processes to deliver projects that meet or exceed client expectations.
* Conduct regular project reviews to identify areas for improvement and implement corrective actions, as necessary.
* Ensure that Gate Reviews are conducted & signed-off prior to progressing to next phase project phase.
* Monitor project costs against budgets and ensure cost control measures are in place.
* Review financial reports, forecasts, and profitability analysis to identify trends and make informed decisions.
* Work closely with finance department to ensure timing invoicing, and accurate revenue recognition.
* Identify potential risks and uncertainties that may impact project outcomes and develop risk mitigation strategies.
* Conduct risk assessments to evaluate the potential impact on project timelines, costs, and deliverables.
* Implement risk management plans and monitor risk triggers throughout the project lifecycle.

**Required Skills**

**Education** (qualifications & training)

* Bachelor’s degree in engineering, Business Administration, Alternatively HNC/HND with a proven track record of Programme Management.
* A professional qualification in project management (e.g., APMPQ, PRINCE2) is desirable.
* Significant experience in project/programme management within the oil and gas industry/or similar industry.
* Proficiency in project management tools and software, such as Microsoft Project, Primavera, or similar applications.
* Must have successfully completed IOSH Managing Safely training or an equivalent qualification.
* Knowledge of best practices related to health, safety, and environmental management.
* Knowledge of Industrial Gas Turbines, including Auxiliary systems and controls would be an advantage.
* Excellent understanding of contract terms and conditions, including those related to client and purchasing requirements.

**Skills** (capabilities & qualities)

* Strong understanding of the oil and gas industry.
* Excellent leadership, communication, and interpersonal skills, with the ability to effectively collaborate with diverse teams and stakeholders.
* Ability to work in a fast-paced (sometimes reactive) environment, to be able to prioritise tasks and resources, and adapt to changing project requirements.
* A details person, completer finisher, customer focus, logical thinker.
* Demonstrate trust and Integrity, highly organised, leads and motivates, builds relationships, flexible.
* Analytical mindset with strong problem-solving and decision-making abilities.
* There is a requirement for overseas and UK travel to visit customers/agents & suppliers within the role.
* The role will involve occasional work outside of regular business hours to accommodate project deadlines or urgent issues.

**Version Date**

February 2024