Position Title: Project Engineer

Location: Head Office – Maryport

Department: Engineering

Reporting to: Operations Manager

**The Role:**

The post of Project Engineer has the responsibility for ensuring at a practical level that allocated projects are delivered to specification and customer requirements.

The post holder will implement, execute, control and complete projects, on time, within budget and to the quality standards expected by both the customer and Forth.

Working with the management team, develop and implement policies and procedures associated with project management practices and activities.

Health and safety responsibilities also form part of the role.

**The Responsibilities:**

To undertake a range of operational duties associated with the management of project production and delivery activities.

The role typically includes:

* Facilitate the communication of project scope, goals and deliverables to the team
* Liaise with customers and suppliers on all aspect of progress
* Proactively engage and manage collaboration practices with clients and companies to achieve project goals
* Completing costing exercises including drafting quotes and bids
* Define project tasks and resource requirements
* Implement agreed project plans
* Liaise with the Operations Manager on project resource allocation
* Review and communicate project timelines
* Track project deliverables within the project specification
* Constantly monitor and report on progress of the project to the Operations Manager
* Provide direction and support to the project team
* Ensure quality assurance at all times within the scope of ISO 9001 and ISO 14001,
* Implement project changes and interventions to achieve project outputs
* Complete project evaluations and assessment of results

**Supervision**

* To ensure that the project team has adequate understanding of health and safety procedures, and company processes appropriate to their activities.
* To be proactive and encouraging in giving apprentices and students opportunities for personal development and skills acquisition.

**Health and Safety**

* Ensure a safe working environment by adhering to Forth's Health and Safety policy, systems and procedures.
* Ensure compliance with all Health and Safety legislation
* Take immediate and appropriate steps to report any risks to health and safety arising from the work activity.

**General Duties**

* Maintain accurate records relevant to project management and operational activity.
* Adhere to the project planning process including the performance of team members, through effective regular individual discussions.
* Manage all correspondence in line with the company’s policies and procedures.
* Ensure all documents and communications are accurate, consistent and well presented.
* Liaise with managers in other areas to monitor and feedback on the effectiveness of project and identify opportunities for improvement, and sharing best practice.
* To make use of appropriate systems and procedures to assist in project progression, development and objectives.
* Comply with the organisation’s data quality standards. Report instances of non-compliance, errors, omissions or inadequacies in procedures.
* Assist and support the management team in identifying and implementing methods which increase safety, efficiency and effectiveness.
* Ensure the department is active in the cost effective use of resources.
* Support the management team in the overall development of Forth's production activities and services.
* Operate at all times in keeping with the values of Forth where the emphasis is on collaboration, participation and respect – empowering individuals to contribute their best.
* To take an active role in health & safety, business continuity and emergency procedures
* Operate within the scope of Forth's policies and the law.
* Undertake any other duties as consistent with the post.

**Person Specification**

**CRITERIA SKILLS**

(Competence and Aptitudes)

* Ability to communicate effectively with a wide range of individuals and groups.
* Ability to manage systems that would underpin project management activities
* Ability to maintain legible and accurate records.
* Excellent interpersonal skills.
* Demonstrates leadership skills, showing ability to improve organisational effectiveness and engender a culture of continuous improvement.
* Experience of using analytical skills to forward plan and to make effective, prioritised and timely operational decisions.
* Ability to undertake project work in a planned and systematic manner.
* Ability to prioritise, plan and organise work whilst in a busy environment.

**PREVIOUS EXPERIENCE**

Essential

* 3 years’ experience in delivering projects

Desirable

* Project planning experience
* Computer aided design experience (Autodesk Inventor beneficial)

**KNOWLEDGE**

* Conducting risk assessments (projects, design and operational)
* Costing exercises including drafting quotes and bids
* Documentation control and change management
* Microsoft Office
* Project/product lifecycles
* Stakeholder engagement
* Working within the scope of ISO9001
* Workplace health and safety
* Writing method statements
* Writing operations and maintenance manuals
* Writing technical reports

**QUALIFICATIONS** (Educational and Vocational)

Essential

* HNC/HND in Mechanical/Electrical Engineering or equivalent ‘A’ levels

Desirable

* Engineering Honours Degree
* NVQ Level 3 and Mechanical Engineering Apprenticeship
* APM Project Management Fundamentals or higher
* IOSH Managing Safely/Working Safely

**OTHER FACTORS**

* Willingness to be flexible to help the organisation meet changing demands.
* An interest in the work of Forth is essential as is a commitment to its values.
* A DBS check (a record of a person's criminal convictions and cautions) may be required for this role.
* Current full driving licence.