

# Job Description

## Project Engineer

**DEPARTMENT/FUNCTION:** Projects  
**BASE/AREA:** Cannock/UK  
**RESPONSIBLE TO:** Head of Project Management

### Job Purpose

Assist Project Management with the professional delivery of assigned projects.

### Key Tasks and Responsibilities

- **Project Management**
  - Assist with the day-to-day operational aspects of the project and scope.
  - Produce the Project Programme and update as required by the Contract.
  - Produce technical specifications, procurement schedule, bid tabs and sub-contracts required for project procurement.
  - Assist with procurement if required.
  - Carry out equipment/plant inspections as required.
  - Produce and review all deliverables before passing to Project Manager / Client.
  - Monitor material deliveries and checks on suppliers manufacturing progress.
  - Effectively apply OSIL methodology and enforce project procedures and standards.
  - Prepares for engagement reviews and quality assurance procedures.
  - Identify and minimise our exposure and risk on each project.
  - Ensures project documents are completed, remain current, and stored appropriately.
  - Ensures OSIL communication nomenclature is utilised.
  - Suggests areas for improvement in internal processes along with possible solutions.
  - Provides assistance in the implementation of change control procedures.
  - Reviews and produces status / progress reports and addresses issues as appropriate.
  - Complies with and helps to enforce standard policies and procedures.
  
- **Project Accounting**
  - Assists in tracking and reporting of team hours and expenses on a monthly basis.
  - Assists with the production of project cash flows and liaise with accounts department.
  - Assists with the management of each project budget.
  - Assists in the determination of appropriate revenue recognition, ensure timely and accurate invoicing, and monitor receivables for each project.
  - Assists in following up with clients, when necessary, regarding unpaid invoices.
  - Assists in analysing project costs, revenue and profitability.
  - Approve invoices and payment applications in a timely manner.

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- **Financial Management**

- Understands basic revenue models, profit / loss, and cost-to-completion projections.
- Understands OSIL pricing model and invoicing procedures.
- Understands OSIL variation pricing and demonstrability requirements.
- Understands forecasts revenue, profitability, margins, and application values.
- Assures project legal documents are completed and signed.

- **Communication**

- Actively participates in team and client meetings.
- Participation in regular status meetings with project team.
- Keeps project team well informed of any changes.
- Effectively communicates relevant project information to superiors.
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

- **Technical Understanding**

- Possesses general understanding in the areas of project planning (MPP).
- Develop a good understanding of our process capabilities and hands on site commissioning / training requirements.
- To gain contractual awareness in EC conditions of contract.

- **Client Management**

- Assists in day-to-day client interaction.
- Assists in understanding and managing client expectations.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and strengthen client relationships.

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## Skill Set

- Project Engineering.
- Engineering and process knowledge.
- Organisational skills and ability to multi-task.
- Client/Project/Financial Management.
- Possess understanding of Project Planning (MPP).
- Strong communication skills.
- Competence in Microsoft Office.
- Customer Service.

## Required Training/Skills Cards (can be obtained after appointment)

- CSCS/CNSG Skills Card
- Thames Water Safety Passport
- P601 Certificate (Thorough Examination and Testing of LEV Systems)
- P602 Certificate (Basic Design Principles of LEV Systems)
- Confined Space training (medium risk)