

Reference No.	IM/HR/JD/197E
Version No.	1.0
Date Issued.	26/09/2018
Status	Live
Prepared by.	R. Miller/D Vaughan
Checked by.	R. Cummins
Authorised by.	M. Saunders

**TITLE:**

- Assistant Project Manager Mechanical & Electrical, New Works, (The New Works Section is the Project Delivery section of the Iarnród Éireann Infrastructure Manager Department. Design and Construction is a sub-section within New Works).

**ROLE & PURPOSE:**

- Assist the Project Manager with the delivery of the Mechanical & Electrical projects to authorised budget, time, quality and scope targets by:
  - Project Management of the Mechanical & Electrical Team, Resident Engineering Team, Design Team and Contractors.
  - Effective utilization of in-house and external resources.
- Monitoring & reporting all aspects of the Mechanical & Electrical aspects to support projects in New Works.
- To assist with the smooth implementation of projects within New Works.
- To monitor implementation of projects within New Works.
- To provide advice, and assist with the implementation of arrangements required by applicable industry standards, regulations and legislation.
- Implementation of Iarnród Éireann and New Works Standards.
- To provide professional support in terms of management of projects undertaken by the Programme Manager, New Works.

**REPORTING RELATIONSHIPS:**

**REPORTS TO:**

- Mechanical & Electrical Manager, Design & Construction, New Works.

**MANAGES AS DIRECT REPORTS:**

- As required by the Mechanical & Electrical Manager, Design & Construction, New Works. None at present.

**WORKING RELATIONSHIP WITH:**

- External contractors.
- External consultants.
- Programme Managers, Project Managers, Planners, Task Leaders and Designers working within New Works.
- CCE, SET, CME, RU Staff.
- Other CIE Group Companies
- Commission for Railway Regulation.
- External Agencies as necessary.

**KEY QUALITIES:**

**ESSENTIAL:**

- Minimum Level 7 Degree in Electrical Engineering or Mechanical Engineering or Building Services Engineering
- Member of Engineers Ireland or other relevant professional body.
- Minimum of 5 years project engineering experience in relevant engineering environment.
- Strong leadership, negotiation and interpersonal skills.
- Relevant general management and project management experience.
- Demonstrable ability to manage M&E projects.
- Demonstrable ability to produce and manage budgets of M&E projects.
- A full driving license.
- Availability to work occasional weekend and/or night shifts.

**DESIRABLE:**

- Experience of M&E and Building Refurbishment projects.
- Understanding of Project Management Procedures.

- Experience and understanding of Safety Management including the Commission for Rail Regulation Authorisation for Placing in Service Process.
- Knowledge of contract management, in particular Public Works and Consultancy Contracts.
- Knowledge of railway infrastructure.
- Knowledge of the Construction Regulations.
- Experience managing a multi-disciplinary team including; signalling, electrical, telecoms, civils, structures, track, environmental and construction elements.
- Ability to produce tender documentation.

**COMPETENCIES:**

- Commercial Awareness.
- Demonstrated project management experience.
- Ability to build and maintain relationships.
- Excellent communication skills.
- Established Specialist Knowledge.
- Demonstrable ability in planning and organising.

**GENERAL MANAGEMENT RESPONSIBILITIES:**

- **Safety:** To act as a focus for safety in line with the New Works Safety Management System and to discharge your safety responsibilities as outlined by your reporting Manager and Safety Responsibility Statement (SRS).
- **Engineering:** To ensure that all projects are properly authorized and progressed in accordance with the Building regulations, IE and IM policy, standards and procedures.
- **Business:** To manage, coordinate and control all projects and related activities for your business.
- **People:** To ensure constant communication with all colleagues within your area and to support the People Management policy within the IM team.

**SPECIFIC RESPONSIBILITIES:**

**ENGINEERING**

- Assist the Programme Manager, New Works, in the development of Infrastructure.
- Responsibility in your area of control for the feasibility work, design, procurement, construction, commissioning and handover of projects.
- Responsible for ensuring that projects are managed in accordance with defined project management and control procedures.
- Responsible for the ongoing implementation of appropriate project and contract control mechanisms and for their monitoring and reporting.
- The successful candidate will have responsibility for managing all aspects of the Mechanical & Electrical projects.

**SAFETY**

- Implement the construction regulations.
- Where applicable take part in SMS 14 & APIS processes.
- You will completely and fully deliver your responsibilities as specified in the Safety Responsibility Statement which accompanies this role.
- Undertake and manage, as appropriate, incident investigations as requested.
- Review on an on-going basis risks relevant to your role including both occupational and asset related risks.
- Ensure that all briefings on Safety are completed with all staff as necessary.

**PEOPLE**

- Comply with corporate HR policy and procedures.
- Managing your team to ensure that responsibilities and priorities are appropriately assigned to achieve your safety objectives.
- Lead and provide all necessary support to staff to enable the execution of their role.
- Communicate effectively with staff to ensure proper execution of tasks.

**FINANCE**

- Plan, monitor and report on all financial aspects of those works for which you are responsible.
- Prepare and manage budgets as necessary ensuring all chargeable and non-chargeable items (person hours) are accurately captured.
- Undertake all activities in line with the Iarnród Éireann governing procurement policies and procedures.
- Support the Programme Manager in the preparation of quarterly interim and annual stewardship reports, identifying:
  - Performance against each objective.
  - Actual and forecast expenditure against budget.