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TITLE:

- Assistant Project Manager, Design & Construction, 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 Design & Construction Department Projects to authorised budget, time, quality and scope targets by:
 - Project Management of the respective teams, Resident Engineering Team, Design Team and Contractors etc.
 - Effective utilization of in-house and external resources.
- Typical projects to include all Design & Construction projects including but not limited to DART Expansion, Carparks & Pearse Station Roof.
- Monitoring & reporting all aspects of Design & Construction Projects 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:

- Project Manager, Design & Construction, New Works.

WORKING RELATIONSHIP WITH:

- All staff working in the New Works Section – including Programme managers, Project Managers, Planners, Contract Managers, Accountants, Task Leaders and Designers;
- External Contractors and Consultants appointed to complete elements of Design & Construction Department Projects;
- Project Support Staff working in the wider organisation, including Signalling, Electrification and Telecoms department, CIE Group Solicitors, CIE Group Property, IE Procurement Department, IM Operations Department, Railway Undertaking, IT department etc.
- External agencies, including local authorities, National Transport Authority (NTA), Commission for Railway Regulation (CRR), utility providers etc.

KEY QUALITIES:

ESSENTIAL:

- A Building, Engineering, Construction or Project Management degree.
- 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 similar projects.
- Demonstrable ability to produce and manage budgets of similar type and scale projects.
- A full driving licence
- Availability to work occasional weekend and/or night shifts

DESIRABLE:

- Experience in the management of complex, multi-disciplinary projects preferably in a railway environment;
- A good working knowledge of railway infrastructure and systems;

- Knowledge of contract drafting, management and law, in particular experience with the Capital Works Management Framework (CWMF) forms of contract;
- Experience in the delivery of Railway Safety certification to include the Commission for Railway Regulation's Authorisation for Placing In Service (APIS) process and Iarnród Éireann's Safety Management Standard, IM-SMS-014;
- A good working knowledge of applicable National and European safety, planning and environmental legislation.
- Understanding of good Project Management Procedures.
- Experience of production and management of funding applications for the National Transport Authority.
- Knowledge of the Construction Regulations.
- Ability to produce tender documentation.
- Experience and knowledge of technical approvals processes for track and signalling.
- Experience of Car Park and Building Refurbishment projects.

COMPETENCIES:

- Commercial Awareness.
- Demonstrated project management experience.
- Strong 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). Implementation of the Construction Regulations.
- **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 Design and Construction Projects including but not limited to the DART Expansion, Carparks & Pearse Station Roof projects.

SAFETY

- Implement the construction regulations.
- Apply APIS where applicable.
- Apply SMS 14.
- 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.

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- 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.